

Request for Foreign Travel

\*Requests must be submitted to the President's Office at least 45 days prior to proposed travel\*

3 Digit Agency Code \_\_\_\_\_ Agency Name \_\_\_\_\_

Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

(Chancellor's approval required only for travel to be funded with appropriated funds.)

Name of Traveler(s) \_\_\_\_\_ Title \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Destination \_\_\_\_\_ Date Departing \_\_\_\_\_

Date Returning \_\_\_\_\_

Purpose of Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Recommended:

1. Department Head \_\_\_\_\_

2. Dean \_\_\_\_\_

3. VP/VC \_\_\_\_\_

4. CEO \_\_\_\_\_

Chancellor's Approval:

\_\_\_\_\_

Submit original form to:

The Texas A&M University System  
Office of the Chancellor  
A&M System Building, Suite 2043  
200 Technology Way  
College Station, TX 77845-3424

Original - Office of the Chancellor

Approved Copies:

- 1. Rhonda Ferguson  
Texas A&M University-Commerce  
Fax 903-886-5010
- 2. System Office of Budgets & Accounting  
Attention: Audra Wilkinson  
Fax No: (979) 458-6101

\* Requests must be submitted to the Chancellor's Office at least 30 days prior to proposed travel dates 02/14/08