



# Tarleton State University

## Travel Request



*In-State Travel Requests will be approved by the sponsoring departmental Leaders (Department Heads/Directors) and the respective college Dean, when applicable, completing similar documentation and based off of current System and CDC guidance. Out-of-State domestic travel requests must receive written approval from each Vice President or their designee. This approval can be documented through email along with completing the necessary travel process within Concur. Additionally, student travel must be registered following the process as outlined on the [Student Travel](#) website. If international travel is considered mission critical, it must be approved by Tarleton's Executive Leadership and handled on a case-by-case basis. International travelers must follow all provisions and regulations outlined in Tarleton's [Foreign Travel Procedure](#) and on the Study Abroad Webpage.*

Department: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Employee Email: \_\_\_\_\_ Office Ext: \_\_\_\_\_

Brief Description of Travel: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_ to \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of Travel (Include the benefit to the university):

Provide Additional Details of Travel (Attach additional pages, if needed):

*Electronic Signature Required*

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head/Director: \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

*Departments are to keep the finalized copy of this form within the department for record keeping.*

If you have questions regarding this process or need assistance, please contact University Compliance and Strategic Initiatives at x9415.

Form 3.30.2021