

Request for Foreign Travel Form

Requests must be submitted to the President's Office at least 45 calendar days (excluding university holidays) prior to proposed travel dates.

Employee Name* _____ Title* _____ Office Ext* _____

Employee Email* _____ UIN* _____ Cell Phone #* _____

Gender* ____ M ____ F DOB* _____ Departure Date* _____ Return Date* _____

Total Days of Travel* ____ Type of Travel* ____ Study Abroad ____ Foreign Travel Estimated Expense _____

Destination Country* _____ Destination City* _____ Account # * _____

***Required to obtain foreign travel insurance**

Purpose of the trip (Include the benefit to the state and university):

Electronic Signatures Required

Employee Signature _____ Date _____

Department Head _____ Date _____

Export Controls Officer _____ Date _____

Dean _____ Date _____

Provost _____ Date _____

President _____ Date _____

Chancellor's Approval _____ Date _____
(use of state funds only)

Required TrainTraq Training

Trip Leaders/Sponsors are responsible for ensuring that all travelers complete the required training courses listed below at least two business days prior to the scheduled departure date.

Export Controls (TrainTraq Course# 2111212) is required of all employee's (faculty, staff, student employees, etc.) annually.

International Travel Safety (#2111728) and **U.S. Foreign Corrupt Practices Act** (#2113639) are required of all faculty, staff, students and other non-students (auditors, guests, VIP's, etc.) every three (3) years.

Required Submittal of Foreign Travel Information

All foreign travel information must be entered into Concur/eTravel at www.concursolutions.com

All Approved Copies Will Be Sent By Academic Affairs To:

1. Travel Department– travel@tarleton.edu
2. Export Control – exportcontrol@tarleton.edu
3. Risk Mgmt. – riskmgmt@tarleton.edu