

Requests must be submitted and approved at least 45 calendar days (excluding university holidays) prior to proposed travel dates

Request for Foreign Travel Form

***Required Information**

Employee Name* _____ Title* _____ Office Ext* _____
 Employee Email* _____ UIN* _____ Cell Phone #* _____
 Sex* ____ M ____ F DOB* _____ Departure Date* _____ Return Date* _____
 Total Days of Travel* ____ Type of Travel* ____ Study Abroad ____ Foreign Travel Estimated Expense* _____
 Destination Country* _____ Destination City* _____ Funding Source* _____

*(If more than one Destination Country/City, please attach itinerary.)

*Purpose and details of the trip, including the benefit to the state and university (if additional space is needed, please attach paperwork):

Employee Signature

Route to Next Approver for Signature

Date

Dept Head (if applicable)

Route to exportcontrol@tarleton.edu

Date

Export Controls Officer

Route to riskmgt@tarleton.edu

Date

Risk Management

Route to Next Approver for Signature

Date

Dean (if applicable)

Route to Next Approver for Signature

Date

Applicable VP (or designee)

Route to Next Approver for Signature

Date

President (or designee)

Route to Applicable VP or Designee for Approval

Date

Chancellor's Approval

(use of state funds only)

Date

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

Once final approval is received, traveler/employee must create a travel request in Concur/eTravel and submit it for approval with a copy of the completed and signed approval form attached. Concur is accessible through the Single Sign On (SSO) application.

Final Approved Copies Will Be Sent By Applicable VP (or designee) To:

1. Travel Department– travel@tarleton.edu
2. Export Control – exportcontrol@tarleton.edu
3. Risk Mgmt. – riskmgt@tarleton.edu
4. StudyAbroad,if applicable - studyabroad@tarleton.edu
5. Traveler/Employee and other approvers as applicable