

*Requests must be submitted and approved prior to proposed travel.*

## 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