



REQUEST FOR ADMINISTRATIVE APPROVAL FOR STATE EMPLOYEES TRAVELING TO FOREIGN COUNTRIES

1. Individual Traveling: _____ **TV # _____

2. Position Title: _____ **Account # _____

3. Date of Departure: _____ Date of Return: _____

4. Places to be Visited:

Country: _____ City: _____
City: _____
City: _____
City: _____

5. Contact Person and Phone Number: _____

6. Cost of Trip:	(a) Transportation	\$
(Include only state appropriated funds.*)	(b) Other Transportation	\$
	(c) Lodging	\$
	(d) Meals	\$
	(e) Registration Fee	\$
	(f) Other	\$
	TOTAL	\$

7. Attach an explanation and justification of the trip.

8. Statement and signature of applicant and administrator:

"I hereby certify to the U.T. System Administration that the purpose of this trip is official business of the state and is necessary for the proper performance of this state agency's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

Applicant

Date

Vice President

Date

APPROVAL: _____
President

Date

****Once this form is approved, a VE-5 (electronic Travel Authorization) must be completed PRIOR to any travel. For assistance, call the Vice President for Business Affairs.**

*State appropriated funds are those funds appropriated in the General Appropriations Act and held within the State Treasury.

Original to: () Vice President for Academic Affairs
Copies to: () Traveler () Dean

POLICY ON FOREIGN TRAVEL

The following is the policy for expending appropriated funds for travel to foreign countries, other than Canada and Mexico, by state employees on official state business.

1. All foreign travel, other than Canada and Mexico, by state employees on state business paid for with state funds, must have prior written approval of the chief administrator of a state agency. For purposes of this approval process, travel to any territory of the U. S. is not considered foreign travel.
2. Approval should be requested on the attached form, which must be completed in full and provided to the chief administrator (president of the University). A request for approval should be submitted at least 30 days prior to the date of the employee's departure.
3. Foreign travel by any state employee on state business must benefit the State of Texas.
4. The chief administrator of the institution should disseminate this policy to all employees of that institution.
5. The U. S. Department of State may issue travel advisories warning against or restricting travel by a U. S. citizen to specific nations. Should a person request approval to travel to a nation under a travel advisory, the person must include a signed statement indicating that the person is aware of the travel advisory and potential risks associated with travel to the nation under the advisory.
6. Any questions regarding this policy or use and completion of the request form, should be made to the respective vice president.