



Travel and Leave Request Form

Name (Last, First) UIN _____

Destination (City, State/Country) Start Date _____ End Date _____

Account, if known (Name/Number)

Purpose & Benefit:

Travel Classification (check one)

- Employee In-State Out-of-State Foreign*
- Student**
- Non-Employee Lecturer
- Perspective Employee

Traveler Type (check one)

- Faculty with students**
- Graduate Student
- Non-Employee
- Staff with students**
- Student

Estimated Travel Expenses

Registration Airfare Rental Car Lodging Meals Mileage Incidentals

Notes: _____

Traveler Signature* Date _____

*For foreign travel requests, all travelers must also complete the Foreign Travel Request Form.
 *For international travel: By signing this form, the traveler acknowledges that I have visited the U.S.
 Department of State Travel Warnings website (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html).

Department Head Approval Date _____ Amount Approved _____

Submit signed forms to Kate Massey in YMCA 301D.

Staff: _____
Request Received Initials



FOREIGN TRAVEL REQUEST FORM

Last Name: _____ First Name: _____

UIN: _____ Title: _____

Email: _____ Department: _____

Trip Start: _____ Trip End: _____

Destination(s): _____

Is the travel to a country currently under a Travel Warning?

No Yes If yes, you acknowledge the following: I have read and understand the conditions and potential risks associated with this travel as detailed in the current Travel Warning posted by the U.S. Department of State.

Purpose & Benefit:

Are Texas A&M University students traveling with you on this trip?

No Yes If yes, ALL student travel must register with the Study Abroad Office.

Employee Signature

Date

Unit Head

Date

College Dean (academic units)

Date

ONCE FORM IS SIGNED BY ABOVE, PLEASE SEND TO foreigntravel@tamu.edu

If further approvals are required, please provide a DEPARTMENT CONTACT that the form may be returned to.

Name _____ Email _____

Phone Number: _____

*****Required Approval for Travel to a Country Under a Travel Warning*****

Dr. Micheal Benedik, Dean of Faculties and Associate Provost Date _____

Dr. Karan Watson, Provost and Executive Vice President for Academics Date _____

Dr. Mark Hussey, Interim President Date _____