



# The University of Texas at Tyler Request for Foreign Travel Exemption

## Instructions

### **General Instructions**

This form is required when travel to a destination that is NOT in the United States or a possession of the United States has been restricted and the travel should still be conducted. It also must be completed if travel to the final destination is through a country that is not in the United States or a possession of the United States for which travel has been restricted. For example, the destination may be Guam, which is a possession of the United States, but to reach Guam travel would be through Japan or Korea. This form should be completed within seven days after receiving notice that international travel has been restricted, unless there are extenuating circumstances. The fully endorsed form will be returned to the traveler and must be attached to the request for travel reimbursement.

### **Traveler Information**

The traveler should enter his or her name and department, and select his or her rank or position with the University. Registration with International SOS before traveling is required for all faculty, staff, and students. Travelers are automatically registered if air travel is booked with Corporate Travel Planners or with Anthony Travel. Otherwise, the traveler must register with International SOS at: <http://www.uttyler.edu/finserv/travelsos.php>

### **Travel Dates, Destination, and Routing**

The traveler should indicate the anticipated dates of travel. These dates may change. If the dates change, a new form is not required to be completed if the new dates are within one month of the anticipated dates.

The traveler should state the cities and countries to be visited. These are places where the traveler will be staying or conducting business. The traveler also should enter the countries he or she will be transiting through when going to the final destination(s).

### **Travel Authorization (TA) Number**

A TA number should be obtained prior to submitting this form. This number is obtained as part of the normal travel request. It associates this exemption request with the approved travel.

### **Purpose and Benefit to the University**

The traveler must concisely state the primary purpose of this trip in the field provided. Brief comments about special conditions should be included with the purpose, as appropriate. The traveler must also select the benefit of the trip to the University from the choices available.

### **Reason for Request**

The traveler should state special conditions or circumstances that necessitate this trip after a travel restriction has been imposed. A detailed description of the request for an exemption to an international travel restriction, or a copy of the grant or contract, is not required but may be attached to this form to provide greater clarity for the exemption request.

### **Traveler Certification**

The traveler must certify that he or she is aware of all international requirements and restrictions, and will comply with those restrictions.

### **Travel Approval**

Approvals from the Provost or Vice President, and from the President, are required for an international travel exemption request, even if they were not required for an international travel approval. Approval from the Office of International Programs is only required if the international travel involves students in study abroad programs or as part of a faculty led travel program. Approval of the budget authority is not required, as all travel must be approved by the budget authority as part of the normal travel request.



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**Traveler:** Name: Enter the traveler's name  
Rank: Select the traveler's rank.  
Department: Enter the traveler's department  
Registered with International SOS: Yes  No

**Travel Dates:** Anticipated Departure: Select Date  
Anticipated Return: Select Date

**Destination:** Enter the cities and countries to be visited.

**Transiting Through:** Enter countries transited through

**TA Number:** Enter the TA number

**Purpose of Travel:** State the primary purpose of this trip. Attached supporting documentation and/or additional information.

**Benefit to the University:** Select the benefit to the University.

**Reason for Request:** Enter a concise and specific reason for the request for an exemption.

**Traveler Certification:** I hereby certify that the purpose of this trip is official University business and is necessary for the proper performance of this University's statutory functions. I further certify that I am aware of any travel advisories issued by the United States Department of State regarding warnings against or restriction of travel to this destination, and am aware of the potential risks associated with travel to this destination. I also will abide by travel restrictions imposed by the University or the University of Texas System regarding travel to this destination.

\_\_\_\_\_  
Signature of Traveler Date

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Dean of the College or Director Date

**Acknowledgement of  
Exemption Request**

\_\_\_\_\_  
Office of International Programs Date

\_\_\_\_\_  
Provost or Vice President Date

\_\_\_\_\_  
President Date

*Request will be forwarded to the International Oversight Committee for review and recommendation.*



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## International Oversight Committee Review

**Traveler:** Name: Enter the traveler's name

**Travel Dates:** Anticipated Departure: Select Date  
Anticipated Return: Select Date

**Destination:** Enter the cities and countries to be visited.

**Transiting Through:** Enter countries transited through

**IOC Recommendation:** [Click here to enter text.](#)

\_\_\_\_\_  
Chair, International Oversight Committee      Date

**Approval of exemption:** \_\_\_\_\_  
Provost or Vice President      Date

\_\_\_\_\_  
President      Date