



The University of Texas at Tyler Request for Approval of Foreign Travel

Faculty/Staff Sponsored Student International Travel

Instructions

General Instructions

This form is supplemental to the normal travel request and is required for travel to a destination that is NOT in the United States or a possession of the United States. 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 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 at least 60 days prior to the anticipated date of travel, unless there are extenuating circumstances. Travel request must be approved by the president before airline tickets are purchased. 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 international travel approval with other travel documentation.

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. A detailed description of the purpose of the international travel, or a copy of the grant or contract, is not required but may be attached to this form to provide greater clarity for the purpose of travel. The traveler must also select the benefit of the trip to the University from the choices available.

Estimated Expenses and Account(s) to be Used

The traveler should estimate to the best of his or her ability the cost of this trip. The account number to be used and the amount to be charged to each account should be stated. Further the type of funds must be selected. Different types of funds have different restrictions associated with them. For example, the Fly America Act may apply to some federal grants or contracts. The traveler should obtain verification from the appropriate office that the funds identified can be used for this travel. This verification is normally obtained from the Office of Sponsored Research for most external grants and contracts associated with research, and for some internal grants. Verification for some contracts and internal grants can be obtained from the Office of Business Affairs. When gift funding is used, verification can be obtained from the Vice President for Development.

Traveler Certification

The responsible university official (RUO) must certify that he or she is aware of all international requirements and restrictions, and will comply with those restrictions.

Travel Approval

Approval from the Office of International Programs is required for international travel that 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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Responsible Official: 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

NOTE: Approval must be requested at least 60 days prior to departure. Request must be approved by the president before airline tickets are purchased.

Destination: Enter the cities and countries to be visited.

Transiting Through: Enter countries transited through

U.S. Department of State Travel Warning: No Yes If yes, Request for Foreign Travel Exemption must be completed.

Export Control Country of Concern: No Yes If yes, consult with the Office of Research and Technology Transfer.

High Burden Countries list for TB: No Yes If yes, consult with the Office of International Programs.

TA Number: Enter the TA number

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

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

Students Travelling	Name	Signature	Date	Registered SOS
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Enter student's name	_____		Yes <input type="checkbox"/> No <input type="checkbox"/>



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Estimated Expenses:

Airfare Transportation:	Cost
Ground Transportation	Cost
Meals and Lodging	Cost
Registration Fees	Cost
Other	Cost
Total Estimated Cost:	Cost

Account Numbers:

Account Number	Type of Funds	Amount	Funds Available
Account Number	Type of Funds	Amount	Funds Available
Account Number	Type of Funds	Amount	Funds Available

RUO 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.

Responsible University Official Date

Travel Approval:

Department Chair Date _____
Dean of the College or Director Date

Office of International Programs Date _____
Student Affairs Date

Vice President Date _____
President Date