The University of Texas at Tyler
Request for Approval of Foreign Travel
Faculty and Staff University 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 45 days prior to the anticipated date of travel, 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/finser/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 traveler 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 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.
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

NOTE: Approval should be requested at least 45 days prior to departure.

Destination: Enter the cities and countries to be visited.

Transiting Through: Enter countries transited through

Are Students Travelling: Yes ☐ No ☐
Note: if yes, Faculty/Staff Sponsored Student International Travel form must be completed

TA Number: Enter the TA number

Purpose of Travel: State the primary purpose of this trip.

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

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

Account Numbers: Account Type of Funds Amount Funds Available

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

Travel Approval:
Department Chair Date  Vice President Date
Dean of the College or Director Date  President Date
Sponsored Programs (If Grant Funded) Date