

The Texas A&M University System  
Request for Foreign Travel

Revised 02/14/08

3 Digit Agency Code \_\_\_\_\_ Agency Name \_\_\_\_\_

Account Number \_\_\_\_\_ Account Name \_\_\_\_\_

(Chancellor's approval required only for travel to be funded with appropriated funds.)

Name of Traveler(s) Title

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Destination \_\_\_\_\_ Date Departing \_\_\_\_\_

Date Returning \_\_\_\_\_

Purpose of Trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Recommended:

1. Department Head \_\_\_\_\_

2. Dean \_\_\_\_\_

3. VP/VC \_\_\_\_\_

4. CEO \_\_\_\_\_

Chancellor's Approval:

\_\_\_\_\_

Submit original form to:

The Texas A&M University System  
Office of the Chancellor  
A&M System Building, Suite 2043  
200 Technology Way  
College Station, TX 77845-3424

Original - Office of the Chancellor

Approved Copies:

1. Attention: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Fax No: \_\_\_\_\_

2. System Office of Budgets & Accounting

Attention: Audra Wilkinson

Fax No: (979) 458-6101

\* Requests must be submitted to the Chancellor's Office at least 30 days prior to proposed travel dates \*