

REQUEST FOR APPROVAL BY PRESIDENT OR PRESIDENT'S DESIGNEE FOR STATE EMPLOYEES TRAVELING TO FOREIGN COUNTRIES

(Research/Teaching Assistants and Associates must complete Exhibit B14-F.)

This form is required to request advance approval of travel in, to, or from a destination that is NOT in the United States, a possession of the United States or Canada.

Traveler's Name: \_\_\_\_\_

Funding Source (select one): University Funds No Cost to University

Travel Dates: \_\_\_\_ / \_\_\_\_ / 20\_\_ through \_\_\_\_ / \_\_\_\_ / 20\_\_

Destination(s): Country \_\_\_\_\_ City \_\_\_\_\_
Country \_\_\_\_\_ City \_\_\_\_\_

Business Purpose of Travel: \_\_\_\_\_

UT Dallas \_\_\_\_\_

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

Instructions: Upon completion of Part 1, attach approved HfUj Y'5i h cf]nUjcb and obtain Supervisor's approval.
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Part 2 - Supervisor Approval: Approved Denied [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Forward original copies of the RYei YghZf'HfUj Y'lc: cfY][ b'7ci blf]Yg' and HfUj Y' 5i h cf]nUjcb to the Office of International Education for approval.
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Part 3 - Director of International Education (OIE)/Advisory Council on International Education (ACIE) Secretary Approval (or Designee) If a destination is included in the current travel warning list of the U.S. State Department, the ACIE will assess this request to ensure the health and safety of the traveler. The warning list can be found at the following link: http://travel.state.gov/travel/cis\_pa\_tw/tw/tw\_1764.html

Approved Denied [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Forward original copies of the RYei YghZf'HfUj Y'lc: cfY][ b'7ci blf]Yg' and HfUj Y' 5i h cf]nUjcb to the Office of the Provost for approval.
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Part 4 - Executive Vice President and Provost Approval (or Designee, if applicable)

Approved Denied [ ]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: Forward original copies of the RYei YghZf'HfUj Y'lc: cfY][ b'7ci blf]Yg' and HfUj Y' 5i h cf]nUjcb to the Office of Procurement Management for final processing.
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