

Perkins College of Education International Travel Approval Request

In accordance with SFA International Travel Policy, official university business travel to any international country other than Canada or Mexico requires advance written approval from the president of the university. To be considered for approval, international travel must be directly related to the university's mission and must require a duty that cannot be performed without the travel.

All faculty, staff, graduate students, and undergraduate students of the Perkins College of Education who anticipate any University funding for travel must submit this form and receive approval to travel **before** making any travel arrangements.

Please complete the information below in detail, and attach a copy of supporting documentation.

Name of Traveler: _____

Department/School: _____

Destination: _____

Dates of Travel: _____ - _____

Detailed Reason for Travel:

Traveler's Signature

Approved:

Academic Unit Head Signature

Date

Dean Signature

Date

****Note:** Once you have received notification of Chair/Director and Dean approval, you may proceed with the regular travel procedures.