

Perkins College of Education Washington, D.C. Approval Request

In accordance with SFA Travel Policy, before traveling to Washington, DC, an employee shall inform the Texas Office of State-Federal Relations about the timing and purpose of the trip, and provide the office with the name of a person who may be contacted for additional information about the trip. A completed form, Report for State Agency Travel to Washington, DC (available at Travel Website), will meet this requirement. 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, and must then complete the electronic notification to the President found at https://ssb.sfasu.edu/sg/wf_fr.traveldc.