

TAMU FOREIGN TRAVEL REQUEST FORM

Employee Name: _____

(Print or type name as it appears on passport)

Traveler UIN: _____

Passport #: _____

Title: _____

Email address: _____

Department: _____

**Employee Cell # or
Work Phone #:** _____

Funding Account: _____

Period of Travel: _____

through _____

From: _____

(Date of departure)

(Date of return)

(City)

(Country)

To: _____

(Final destination)

(Country)

Is the travel to a country currently under a Travel Warning? Yes No

Currenty Travel Warnings can be found at <http://travel.state.gov/travel/>

Note: If the country is currently under a Travel Warning, please complete the **Acknowledgement of Risk** form and attach for approval. The form may be downloaded at http://finance.tamu.edu/contracts/travel_abroad.asp

Acknowledgement of Risk form attached? Yes No Not applicable

Purpose of Travel: (explain purpose of travel and benefit to TAMU; *ONLY university business will be approved*)

If travel is to a country currently under a Travel Warning, please explain the necessity of the travel at this time:

Are Texas A&M University students traveling with you on this trip? Yes No

APPROVAL RECOMMENDED

Traveler's Signature _____

(Date)

Department Head _____

(Date)

OR

College Dean (academic units)

Date

Appropriate VP (non-academic units)

Date

SUBMIT COPY OF FORM TO CONTRACT ADMINISTRATION

Fax (979) 862-7130 or e-mail

lmervish@tamu.edu

Questions call (979) 845-0099

****WHEN SUBMITTING THE TRAVEL REIMBURSEMENT TO FMO, AN APPROVED COPY MUST ACCOMPANY THE REIMBURSEMENT REQUEST**

MS 6000

