

Foreign Travel Specific Statement Addendum
College of Natural Sciences and Mathematics

Name of Employee:

Title of Employee:

Department:

Anticipated Trip Dates:

Number of Personal Days:

Destination City/Country:

Specific Business Purpose:

(i.e. present seminar, attend

conference, collaboration, etc)

Describe the essential nature of the travel request and how this trip will benefit the University:

(who, what, when, where, why, and how)

- If using grant funds, provide the specific benefit to the grant.
- If traveling to more than one destination, provide the specific purpose & benefit for each destination.
- An explanation is required for trips with 3 or more personal days or when personal days exceed business days.
- Provide the full name of any acronyms used.

I also understand that upon return from my trip, I am required to submit trip report that contains a day-to-day agenda that describes the activities and meetings I attended while traveling and how the trip was beneficial for the University.

*College Dean approval is required for all foreign travel requests since it requires the Provost's approval. College Dean approval is required in advance of trips with excessive personal days (3 or more personal days) or when personal days exceed business days.

Employee Signature: _____ Date: _____

*Dean Signature: _____ Date: _____