

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 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: _____