

The Texas A&M University System
Request for Foreign Travel

Revised 1/14/02

3 Digit Agency Code _____ Agency Name _____

Account Number _____ Account Name _____

(Board approval required only for travel to be funded with appropriated funds.)

Name of Traveler(s)	Title
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Destination _____ Date Departing _____
Date Returning _____

Purpose of Trip:

Approval Recommended:

1. Department Head _____
2. Dean _____
3. VP/VC _____
4. CEO _____

Board of Regents Approval:

Submit original form to:
The Texas A&M University System
Office of the Board of Regents
MSC Suite 153 TAMUS 1123
College Station, TX 77844-9021

Original - Board of Regents

Approved Copies:
1. Attention: _____
Agency Name: _____
Fax No: _____
2. System Office of Budgets & Accounting
Attention: Audra Wilkinson
Fax No: (979) 458-6101

* Requests must be submitted to the Board of Regents Office at least 30 days prior to proposed travel dates *