The Texas A&M University System
Request for Foreign Travel

3 Digit Agency Code 760

Account Number

Name of Traveler(s)
1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________

Title

Destination ___________________________ Date Departing ________________
Date Returning ________________

Purpose of Trip:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Approval Recommended:

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

Chancellor's Approval:

________________________________________________________________________

Submit original form to:
The Texas A&M University System
Office of the Chancellor
A&M System Building, Suite 2043
200 Technology Way
College Station, TX 77845-3424

Original - Office of the Chancellor

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 Chancellor's Office at least 30 days prior to proposed travel dates *