



SAM HOUSTON STATE UNIVERSITY

Request for Presidents Approval of Foreign Travel

I. Traveler Information

Employee ID Number:	_____	Requisition Number:	_____
Employee Name:	_____	Email Address:	_____
Department:	_____	Phone Number:	_____
Contact Name:	_____	Contact Phone Number:	_____

II. Trip Information

International Travel Destination:	_____
Travel Dates:	_____
Purpose of Travel:	_____
How will your classes/duties be handled in your absence?	_____

III. Estimated Expense and FOAP

Total of estimated travel expenses:	_____

F	O	P

IV. Authorization Signatures

Traveler:	_____
Immediate Supervisor:	_____
President:	_____