

STUDENT/TEAM/GROUP FOREIGN TRAVEL AUTHORIZATION
(including Research Assistants, Teaching Assistants, and Teaching Associates)

This form is required to request advance approval of travel in, to, or from a destination that is **NOT in the United States or Puerto Rico**. **NOTE: Travel to Mexico, Canada or any possession of the United States is considered FOREIGN travel when students are involved.**

Part 1 – To be completed by Responsible University Official (RUO)/Authorized Sponsor:

Group / Student's Name: _____

Sponsor: _____ Emergency Phone No.: _____

Travel Dates: _____ / _____ / 20____ through _____ / _____ / 20____

Destination(s): Country _____ City _____

Country _____ City _____

Purpose of Travel: _____

Mode of Transportation: _____

Name of Hotel: _____ Location: _____ Phone No.: _____

Name(s) of Faculty and/or Staff Traveling with Students and/or Members of the Public: _____

Approximate Group Cost - Transportation _____ Lodging _____ Meals _____ Other _____

By signing below, I affirm the *Office of International Education's (OIE) Checklist* has been completed and all applicable University procedures related to student and state employee travel will be followed.

RUO/Sponsor: _____
(Signature) (Print Name) (Date)

Account #: _____

Employee with Signature Authority: _____
(Signature) (Print Name)

Routing Instructions: Forward original copy of *Exhibit B14-F* to the Office of International Education (OIE).

*** NOTE: COMPLETE PARTICIPANT ROSTER ON PAGE 2 IF MORE THAN ONE PARTICIPANT ***

Part 2 – Director of International Education (OIE)/Advisory Council on International Education (ACIE) Secretary Approval (or Designee)

If one or more of the destinations is included in the current travel warning list of the U.S. State Department, the ACIE will assess this request to ensure the health and safety of the student travelers. The warning list can be found at the following link: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Approved Denied Comment: _____

Signature: _____ Date: _____

Routing Instructions: Upon approval, forward original copy of *Exhibit B14-F* and *OIE Checklist* to the Office of the Provost for approval.

Part 3 – Executive Vice President and Provost Approval (or Designee)

Signature: _____ Date: _____

Routing Instructions: Upon approval, forward original copy of *Exhibit B14-F* and the *OIE Checklist* to the Office of Procurement Management. Email a scanned copy of B14-F to OIE; OIE will provide a copy to the University Police Department. *For additional information, visit the Office of International Education's (OIE) website at <http://www.utdallas.edu/oie/staff.html>.*

PARTICIPANT ROSTER

NO.	NAME	TITLE / AFFILIATION
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Attach a separate sheet, if necessary.