

**REQUEST FOR APPROVAL
FOR STATE EMPLOYEES OF THE TEXAS A&M UNIVERSITY SYSTEM
HEALTH SCIENCE CENTER TRAVELING TO FOREIGN COUNTRIES**

NOTE: This form must be received in the President's Office 60 days in advance of the indicated "Date of Departure."

1. HSC Component: _____
2. Traveler: _____
3. Position Title: _____ Department: _____
4. Date of Departure: _____ Date of Return: _____
5. Contact Person and Phone Number: _____
6. Place(s) to be visited: (use additional sheet if necessary)

City and Country: _____

7. Cost of Trip	a) Airfare	\$ _____
*include only State	b) Other Transportation	\$ _____
Appropriated Funds	c) Lodging	\$ _____
	d) Meals	\$ _____
	e) Registration	\$ _____
	f) Other	\$ _____
	Total:	\$ _____

8. Attach an explanation and justification of trip. In addition, list conferences/seminar dates if attending. A detailed itinerary which explains, for each stop, the State business being conducted and the benefits to The Texas A&M University System Health Science Center is also required.
9. Statement and signature of applicant and Chief Executive Officer of the institution or agency:

"I hereby certify to the Governor that the sole purpose of this trip is official business of the State, and is necessary for the proper performance of this state agency's statutory function."

Applicant

Dean or Vice President

Department Chair

President

Date

PLEASE SEND THIS REQUEST IN AN ENVELOPE ADDRESSED TO: OFFICE OF THE PRESIDENT, THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER, JOHN B. CONNALLY BUILDING, 301 TARROW STREET, 7TH FLOOR, COLLEGE STATION, TX. 77840-7896.

*STATE APPROPRIATED FUNDS are those funds appropriated in the General Appropriations Act and held in the State Treasury.