

FOREIGN TRAVEL AUTHORIZATION FORM

Foreign Travel must be approved PRIOR to traveling. http://www.missouristate.edu/policy/op8_22_7_foreigntravel.htm
 Foreign Travel is defined as travel that occurs outside of the 50 United States and the District of Columbia.

IF YOU REQUIRE A CASH ADVANCE FOR THIS TRIP, YOU WILL NEED TO FILL OUT THE TRAVEL ADVANCE FORM.

Travel associated with Academic Units must obtain approval signed by their department head, dean AND the Provost unless the travel is associated with the China Branch campus, International Programs or Study Away. In those instances, the approval should come from the department head, dean and the VP for Research and Economic Development. Travel associated with other University departments will need approval from the President's Office.

Date _____ Name _____ M Number _____

Department _____

Dates of Travel: _____ to _____ Faculty _____ Staff _____ Student _____

Destination: _____

Emergency Contact: _____ Phone: _____

Purpose of Trip (check one and give a brief explanation where requested):

Education Abroad
 Exploratory
 Lead Trip _____
Course Number

Present at an International Meeting _____
Name of Meeting

Conduct Research outside of the United States _____
Focus of Research

Attend Conference _____
Name of Conference

Develop Program Collaborations/Recruitment _____
Collaborating Institution(s)

How are you funding this trip: University Funds Grant Other

Complete the following for MSU funds:

Fund	Organization	Account	Program

Please attach a funding plan to this Foreign Travel Authorization Form showing estimated expenses and the expected reimbursement from University funds.

 Applicant's Signature Date

 Dean's Signature Date

 Department Head's Signature Date

 Foreign Travel Approver Date