

Need & Benefit – Foreign Travel

Name :	Title :
Travel Start Date :	Travel End Date:
Destination :	Personal Days (If Any):

Per MAPP, for foreign travel the employee traveler must submit a specific statement for the appropriate vice president’s approval prior to the trip, which describes the need for the trip and the benefit or expected benefit for the university. Please provide the statement below with proposed schedule.

This document must be attached to the Concur Travel Request for all foreign travel. If personal days are included in the trip, business office will submit for Dean’s review and approval.

Dean’s Review & Approval

Date: