

Foreign Travel Specific Statement Addendum
College of Natural Sciences and Mathematics

Name of Employee: _____

Title of Employee: _____

Department: _____

Anticipated Trip Date: _____

Destination City/Country: _____

Number of Business Days: _____

Number of Personal Days*: _____

Specific Business Purpose:

(i.e. present seminar, attend conference,
collaboration, etc)

Describe the essential nature of the travel request and how this trip will benefit the University:

(who, what, when, where, why, and how)

- If using grant funds, provide the specific benefit to the grant.
- If traveling to more than one destination, provide the specific purpose & benefit for each destination.
- Please provide full name of any acronyms used.

I also understand that upon return from my trip, I am required to submit a [trip report](#) that contains a day-to-day agenda that describes the activities and meetings I attended while traveling and how the trip was beneficial for the University.

Employee Signature: _____ Date: _____

Dean Signature: _____ Date: _____

*Business trips that include excessive personal days require prExcessive personal days are trips where more than 3 personal days are taken or when personal days exceed business days.)