

OVERSEAS AUTHORIZATION

This form is to be completed whenever overseas travel is required in the performance of official University business and when approved by the President. This form **must** accompany the University Travel Requisition.

TO: President Tennessee State University 3500 John A. Merritt Blvd. Nashville, TN 37209	FROM: (Department Name) (Department Box #) 3500 John A. Merritt Blvd. Nashville, TN 37209
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Part I. General Information

Employee and/or Visitor Name (both required if advance requested):	Employee ID Number (SSN if visitor): T	Date of Departure/Date of Return:
Department Name:	Division:	Employee's Title:
Status <input type="checkbox"/> Faculty <input type="checkbox"/> Administrative/Professional Staff <input type="checkbox"/> Clerical/Support Staff <input type="checkbox"/> Team/Group <small>(must denote Coordinator's status, also)</small> <input type="checkbox"/> Visitor <input type="checkbox"/> Other (Specify)	Destination <input type="checkbox"/> Alaska <input type="checkbox"/> Hawaii <input type="checkbox"/> Other (Specify)	Source of Funding <input type="checkbox"/> Unrestricted University Funds <input type="checkbox"/> Restricted University Funds <input type="checkbox"/> Foundation or Other Agency Funds <input type="checkbox"/> Other (Specify)
Name and Address of Overseas Contact:		Emergency Overseas Telex, Telephone, E-Mail, Etc. Fax: Tel: Email:
Valid Passport in Possession: <input type="checkbox"/> Yes Expiration Date: <input type="checkbox"/> No Explain:		Purpose of Travel:

Part II. Approvals (as required by Academic Affairs)

Tennessee State University	
Department Chair (or designee) Date	Dean (or designee) Date

Tennessee State University	
Vice President (or designee)	Date

Part III. Approvals (in accordance with TBR Policy 4:03:03:00)

Tennessee State University	
President (or designee)	Date