

TRAVEL OFFICE

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 (or designee). This form <u>must</u> accompany the University Travel Requisition.

O: President FROM:			(Department Name)
Tennessee State University			(Department Box #)
3500 John A. Merritt Boulevard	3500 John A. Merritt Boulevard		
Nashville, TN 37209-1561		Nashville, TN 372	209-1561
PART I. General Information			
Employee and/or Visitor Name	Employee ID Number		Date of Departure/Date of Return
(both required if advance requested)	(SSN if visitor) T		
Department Name	Division		Employee's Title
Status:	Destination: () Alaska () Hawaii () Other (Specify)		Source of Funding:
 Faculty Administrative/Professional Staff Clerical/Support Staff Team/Group (must denote Coordinator's status, also) Visitor Other (Specify) 			 () Unrestricted University Funds () Restricted University Funds () Foundation or Other Agency Funds () Other (Specify)
Name and Address of Overseas Contact		Emergency Overs	seas Telex, Telephone, E-Mail, etc.
		Fax: Tel: E-Mail:	
Valid Passport in Possession:		Purpose of Trave	1:
() Yes Expiration Date: () No Explain:			

PART II: Approvals (in accordance with TBR Policy 4:03:03:00)

Tennessee State University
President (or designee)
Date