



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 must accompany the University Travel Requisition.

TO: President FROM: (Department Name)
Tennessee State University (Department Box #)
3500 John A. Merritt Boulevard
Nashville, TN 37209-1561

PART I. General Information

Employee and/or Visitor Name Employee ID Number Date of Departure/Date of Return
Department Name Division Employee's Title
Status: Destination: Source of Funding:
Name and Address of Overseas Contact Emergency Overseas Telex, Telephone, E-Mail, etc.
Valid Passport in Possession: Purpose of Travel:

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

Tennessee State University
President (or designee) Date