

NAME			DATE		
TITLE			DEPARTMENT		
DATES OF TRAVEL:			FROM		TO
DISPOSITION OF DUTES WHILE ABSENT:			RESEARCH	<input type="checkbox"/>	ORGANIZED CLASSES
			<input type="checkbox"/>		ADMINISTRATION
			<input type="checkbox"/>		
STATEMENT OF DISPOSITION OF DUTIES , INCLUDING NAME AND TITLE OF PERSONNEL COVERING TRAVELER'S DUTIES					
STATEMENT OF PURPOSE OF TRAVEL (INCLUDE DESTINATION)					
COST CENTER for TRAVEL		TRAVEL CASH ADVANCE REQUESTED		ON UTD PAYROLL DURING TRAVEL	
				YES	<input type="checkbox"/>
				NO	<input type="checkbox"/>
ESTIMATED COSTS					
TRANSPORTATION:		PER DIEM:		FOR:	TOTAL:
				DAYS.	OTHER:
ITINERARY			TRAVEL RESERVATIONS		
DATE	FROM	TO	DEPART	ARRIVE	CARRIER & FLIGHT NUMBER
CONTACT PERSON			EXTENSION	FAX	MAIL STATION
<input type="checkbox"/>	I am aware that I am subject to export control certification for international travel by the Office of Research Compliance-B16 EXC Form.				
	I am aware that International SOS registration is mandatory prior to traveling abroad for UT Dallas business purposes. This registration is done automatically when either of the official UT System travel agencies, Carlson Wagonlit or Anthony Travel, is used. Register with ISOS:				
	http://www.utdallas.edu/oie/International SOS Trip Registration.pdf				
EMPLOYEE SIGNATURE					DATE
DEPARTMENT HEAD OR ADMINISTRATIVE SUPERVISOR SIGNATURE					DATE