



Faculty Domestic Travel Approval Form

Sponsoring Unit:

Traveler:

Purpose of Travel:

Start Date:

End Date:

Mode (Air/Drive):

Travel Location/s (Domestic Only):

With Students:

All student travel with at least one overnight stay – domestic or international – must be registered and approved through the Center for International Studies prior to committing funds. This encompasses study abroad, study away, research, conferences, competitions and other TCU business, regardless of whether a TCU faculty or staff member is accompanying the student(s).

Department Approval:

Dean Approval:

All domestic travel must be approved before traveling. If you will be traveling with students, either the faculty sponsor or a staff member must submit the travel request at <https://studyabroad.tcu.edu/faculty-staff-resources/travel-with-students/>