

Financial Services and Operations

Third Floor Lakeshore Center 1400 Townsend Drive Houghton, MI 49931-1295 906/487-2373 Fax 906/487-2119

International Travel Request

l,		, request authorization to travel outside
		nd possessions) on University business.
I.D. Number	M	
Destination		
Business/Profe		
Date of Departu		_
Date of Return		<u> </u>
Purpose and Benefits Derived to the University from Business/Professional Travel		
Source of Funds (Index Number/s)*		
Requestor:		
Signature		Date
Department		
Approval:	Department Chair/Directo	r or next higher level of authority:
	Department Chail/Directo	n of flext higher level of authority.
0 :		
Signature		Date
*If a General Fu	nd index is being charged, app	propriate Vice President approval is required (in addition to
Dept Chair/Direc	tor signature).	
Consul Frank A	an reveal Clamature	
General Fund Approval Signature		