



Michigan Tech

Michigan Technological University

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

I, _____, request authorization to travel outside of Canada and the United States (including its territories and possessions) on University business.

I.D. Number M _____

Destination _____

Business/Professional Travel

Date of Departure _____

Date of Return _____

Purpose and Benefits Derived to the University from Business/Professional Travel

Source of Funds (Index Number/s)* _____

*If a **General Fund** index is being charged, appropriate Vice President approval is required (in addition to Dept Chair/Director signature).

General Fund Approval Signature _____

Requestor:

Signature _____ Date _____

Department _____

Approval:

Department Chair/Director or next higher level of authority:

Signature _____ Date _____