

Foreign Travel Specific Statement Addendum College of Natural Sciences and Mathematics

Name of Employee:

\_\_\_\_\_

Title of Employee:

\_\_\_\_\_

Department:

\_\_\_\_\_

Flight Departure/Return Dates:

\_\_\_\_\_

Destination City/Country:

\_\_\_\_\_

Specific Business Purpose:

(i.e. present seminar, attend conference,

collaboration, etc)

**Describe the essential nature of the travel request and how this trip will benefit the University**

- If using grant funds, provide the specific benefit to the grant.
- If traveling to more than one destination, provide the specific purpose & benefit for each destination.
- Please provide full name of any acronyms used.
- A **daily itinerary** of events must be listed below or attached. The itinerary must account for **every individual day including personal days**. NSM and the Provost office will not approve requests without this information.

I also understand that upon return from my trip, I am also required to submit a [trip report](#) that contains a day-to-day agenda that describes the activities and meetings I attended while traveling and how the trip was beneficial for the University.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_