

Department of Chemistry & Biochemistry

Application for Travel - International Information

**(SUBMIT PRIOR TO TRIP FOR ALL TTU OFFICIAL TRAVEL INCLUDING NO-COST TRAVEL.
INTERNATIONAL TRAVEL MUST BE SUBMITTED AT LEAST 30 DAYS IN ADVANCE [OP79.05].)**

International Travel

For TTU travel outside of the U.S., prior approval is required from the Office of International Affairs (OIA) at least 30 days prior to departure. OIA will automatically receive an email notification once a Travel Application for International Travel is submitted. OIA will review and approve via the Comments section of the Online Travel System.

For more information, please contact travel.oia@ttu.edu or travelservices@ttu.edu.

Also, please refer to TTU OP 79.04 (Application for Official Travel) section 4.

Please enter the following information for all destinations,

This information is necessary to comply with Federal Export Control regulations.

List ALL Destinations: (All cities and/or countries that may be visited on this trip.)

Destination Contacts: (Conference planner, travel agent, university faculty, etc.)

Destination Affiliations: (Institute, company, university, etc.)

Business Equipment/Supplies:

Federal Travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel services funded by the United States Government.

If you are using federal grant funds, you will only be able to pay for services from US flag air carriers if available. If you are unable to use a US flag air carrier, you must find an alternate source of funding for your airfare.