
Date

MEMORANDUM

TO: Dr. Jay Clune

FROM: _____

RE: Requesting International Travel

Approval is requested for international travel to _____ during the period
_____ - _____. My reason for travel is _____
_____.

Estimated breakdown of expenses is as follows:

| | |
|----------------|----------|
| Transportation | \$ _____ |
| Meals | \$ _____ |
| Lodging | \$ _____ |
| Miscellaneous | \$ _____ |
| Total | \$ _____ |

This trip is being funded using (Opr./Grant/Aux.) funds. FOAPAL # _____.
Circle one above

Your favorable consideration and approval of this request will be greatly appreciated.

APPROVALS:

Head, Department of _____

Date

Dean, College of _____

Date

VP for _____

Date

Dr. Jay Clune, President

Date