

IODP INTERNAL REQUEST FOR FOREIGN TRAVEL

Before completing this form, exceptions for IODP Internal Request for Foreign Travel can be found in the IODP Travel Policy at: iodp.tamu.edu/travel/.

Name of Traveler: _____

Department: _____

Dates of Business Related Travel: _____ **Personal Travel Dates:** _____

Destination(s): _____

Purpose of Trip: _____

Estimated Travel Costs (To be completed by the IODP Travel Department):

Airfare _____ **Hotel** _____ **Meals** _____ **Other** _____

Department Head Approval

Date

IODP Director's Office

Date

or

TAMRF Vice President

Date

A completed "Travel Authorization/Reservation Request" form must accompany this form when submitted to the IODP Travel Department.