

OUT-OF-STATE, FOREIGN, AND FIELD TRIP COURSE APPROVAL FORM

COURSE INFORMATION

The University of Texas at Dallas

Institution

Date

Sponsoring Department or Program

Degree(s) to which course credit applies

Prefix / Number / Section / Title

Semester Credit Hour Value

Faculty Member

Length (Weeks) - For Shortened Formats:
<https://policy.utdallas.edu/utdpp1044>

State Funded

Non State Funded

COURSE OBJECTIVES

TRAVEL INFORMATION

Destination City / State / Country - If more than one, list the first destination of the trip.

Approximate Dates of Travel

Mode(s) of Transportation

RATIONALE FOR TRAVEL

SUPPORTING DOCUMENTATION

Domestic Trips: Provide a completed copy of **Exhibit B14-D**, "Student/Team/Group Domestic Travel Authorization".

Foreign Trips: Provide a completed copy of **Exhibit B14-F**, "International Travel Authorization Request for Individual Student or Student Group".

The supporting document will be provided before the trip, on: _____

The supporting document is attached.

REQUESTOR INFORMATION & APPROVAL

Person Completing This Form

Phone Number

Department or Program Approval

Date

INSTRUCTIONS

1. Retain a copy of this form for your files.
2. Send the original version of this form to the **Office of the Vice President for Academic Affairs, Mail Stop AD 23**.

Note: This form does not apply to internships, nor to field trips that do not include an overnight stay.

