1. This internal request form is to be used for all international employee travel unless a cash advance for international travel is requested. Please use the standard GC form for those requests.
2. Please submit to budget manager before securing any travel arrangements.
3. Funding source information is to be filled out by chair/director/approver.
4. Once budget manager(s) approve, a copy of the signed approval will be sent to the requestor.

GEORGIA COLLEGE
GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

INTERNATIONAL TRAVEL AUTHORIZATION

Date: _____

Requested by	Destination	Estimated Cost	From Date	To Date
_____	_____	_____	_____	_____

Purpose of Trip: *(Include name of organization/title of presentation and/or other official roles (committee, board meetings in this area.)*

Provision for coverage of assignment for this period of time: *(List each course number & title and who will be covering classes or what other provisions are being made if applicable.)*

Funding Sources *(to be filled out by funding unit):*

	Fund	Department	Program	Class	Chair/Director Amount Approved	Chair/Director Initials	Chair/Director Date
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____	_____

APPROVAL BY:

Travel by Dean's direct reports, and travel using Dean's department funds requires Dean's review and signature.

Travel using grant funding requires approval of the Grants Office.

_____ _____
Chair/Director **Date**

_____ _____
VP of Finance and Administration **Date**

_____ _____
Dean or Grants Office if applicable **Date**