

**Request for Governor's Approval for
State Employees Traveling to Foreign Countries**

1. Agency/Institution: _____ Agency Code: _____
2. Individual Traveling: _____ Position Title: _____
3. Date of Departure: _____ Date of Return: _____
4. Contact Person and Phone Number: _____

1. Places to be Visited:

Country: _____ City: _____

2. Cost of Trip:

(Include only state-appropriated funds*)

(a) Transportation \$ _____
(b) Other Transportation \$ _____
(c) Lodging \$ _____
(d) Meals \$ _____
(e) Registration Fee \$ _____
(f) Other \$ _____
Total \$ _____

3. Attach an explanation and justification of the trip.

4. Statement and signature of applicant and agency administrator:

"I hereby certify to the Governor that the purpose of this trip is official business of the state and is necessary for the proper performance of this state agency's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

Applicant

Agency Chief Administrator

Title

Approval: _____
Governor's Office of Budget and Planning

Date

Please submit to:
Governor's Office of Budget and Planning
P. O. Box 12428
Austin, TX 78711
Phone: (512) 463-1778 Fax: (512) 463-1880

*State-appropriated funds are those funds appropriated in the General Appropriations Act and held within the State Treasury.