*Print on Department Letterhead*

**MEMORANDUM**

**To:** Steven L. Berk, MD

Executive Vice President and Provost

Dean, School of Medicine (MS 6207)

**From:** *[Insert Name Here]*, Chair of the Department *(Chair initial/signature)*

**Date:** *[Insert Date]*

**Subject:** Request Approval for Foreign Travel for ***[Insert Traveler Name, Title]***

|  |  |
| --- | --- |
|  |  |
| **Location(s) of Travel** |  |
| **Dates of Travel and Purpose** |  |
| **Justification/ Benefit to SOM**  *(If needed attach additional sheet)* |  |
| **Estimated Cost** | **$** |
| **Funding Source***(s)* |  |

Enclosed are supporting documents*. (i.e., conference program/brochure)*

1. **Approved**

Date

[Insert Name]

Regional Dean *(if applicable)*

1. **Approved / Not Approved** (*Please circle)*

Date

[Insert Name]

Dean School of Medicine

**3. Approved / Not Approved** (*Please circle)*

Date

[Insert Name]

President, TTUHSC

/Enclosures