

Request to Travel Abroad Memo
(sample)

TO: Dr. Philip Oldham, President

VIA: Dr. _____, Dean of Department

VIA: Dr. _____, Chair of Department

FROM: _____, Student Participant

DATE: _____ (date)

SUBJECT: Permission to travel to (location) on a grant funded TTU program/conference

I, (name) request permission to travel to (location) from (beginning date) to (ending date) on a TTU grant funded program/conference sponsored by the College of _____. I have completed all of the required procedures, applications and documents and submitted them to the Study Abroad Office for emergencies and safety.

The funding for the trip is provided through _____ (funding source/program) _____.

Thank you for supporting this opportunity.

Cc: Amy Miller