

University of Louisiana Monroe

INTERNATIONAL TRAVEL PROCEDURES

1. Follow the current Travel Authorizations ([TA](#)) procedures.
2. In addition to the TA, a letter requesting permission to travel internationally must be addressed to the ULM President, and must detail the following information (see following page):
 - Dates of Travel
 - Destination
 - Reason for Travel
 - Registration Fee
 - Airfare
 - Lodging
 - Meals
 - Vehicle Rental (if applicable)
 - How is the travel being funded?
3. Once all the appropriate approvals have been received, the appropriate VP should send the TA and the letter to the Vice President for Business Affairs (VPBA) for approval. The VPBA will then send it to the President for his approval. Again, this approval must be received **prior** to the travel time.
4. Notification of President's decision will be sent via email by the President's Office.
5. Once approval is received, you may then proceed with your travel arrangements according to the State Travel Regulations ([PPM 49](#)). The President's Office will send the original approved TA and the original approved letter to the Controller's Office (attention Beth Weatherford). Copies of each will also be sent to the requester and approvers.
6. Once the travel has been completed, the requester should follow the normal procedures for filing a [travel expense account](#) to get reimbursed.

LETTER DATE

Dr. Ron Berry
President
University of Louisiana Monroe
Monroe, LA 71209

Dear Dr. Berry:

I am requesting permission to travel to <destination> for the period <date of travel>. The purpose of the travel is

An estimated breakdown of the expenses is as follows:

<list each category and cost of each – example shown below>

Transportation	\$800.00
Lodging	\$500.00
(Any other expenses should be listed)	

Expenses of this trip will be paid from (indicate how expenses will be paid – grant, general fund, no cost to ULM, etc.) I understand that I am responsible for all expenses incurred not covered by these sources.

Your consideration of this request is appreciated.

Sincerely,

Approved: _____
{ Title - Head or Director, Dept or School of [dept] }

Name and Title
Department

Dean, [College]

Vice President for [Division]

Vice President for Business Affairs

President