

## OUT-OF-STATE, FOREIGN, AND FIELD TRIP COURSE APPROVAL FORM

### COURSE INFORMATION

The University of Texas at Dallas

Institution

Date

Sponsoring Department or Program

Degree(s) to which course credit applies

Prefix / Number / Section / Title

Semester Credit Hour Value

Faculty Member

Length (Weeks) - For Shortened Formats:  
<https://policy.utdallas.edu/utdpp1044>

☐ State Funded

☐ Non State Funded

### COURSE OBJECTIVES

### TRAVEL INFORMATION

Destination City / State / Country - If more than one, list the first destination of the trip.

Approximate Dates of Travel

Mode(s) of Transportation

### RATIONALE FOR TRAVEL

### SUPPORTING DOCUMENTATION

**Domestic Trips:** Provide a completed copy of **Exhibit B14-D**, "Student/Team/Group Domestic Travel Authorization".

**Foreign Trips:** Provide a completed copy of **Exhibit B14-F**, "International Travel Authorization Request for Individual Student or Student Group".

☐ The supporting document will be provided before the trip, on: \_\_\_\_\_

☐ The supporting document is attached.

### REQUESTOR INFORMATION & APPROVAL

Person Completing This Form

Phone Number

Department or Program Approval

Date

### INSTRUCTIONS

1. Retain a copy of this form for your files.
2. Send the original version of this form to the **Office of the Vice President for Academic Affairs**, Mail Stop **AD 23**.

**Note:** This form does not apply to internships, nor to field trips that do not include an overnight stay.

