



Michigan Technological University

Accounting Services
Third Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2373 Fax 906/487-2119

International Travel Request

I, _____, request authorization to travel outside of Canada and the United States (including its territories and possessions) on University business.

I.D. Number M _____

Destination _____

Business/Professional Travel

Date of Departure _____

Date of Return _____

Purpose and Benefits Derived to the University from Business/Professional Travel

Source of Funds

.....
Requestor:

Signature _____ Date _____

Department _____

.....
Approval:

Department Chair/Director/Dean or next higher level of authority:

Signature _____ Date _____