

## FOREIGN TRAVEL POLICIES & PROCEDURES

Below, you will find the documents required for Foreign Travel. These forms MUST be directed to the **President's Office** 45 DAYS PRIOR to the trip.

F3.32 Request to Travel at University Expense:

Completed form with approval signatures of

Department Chair

Dean

Vice President

President

Lamar University International Travel Release, Hold Harmless, and Indemnity Agreement for Travel to Area with U.S. State Department Travel Warning Form

[https://www.lamar.edu/files/documents/faculty\\_staff/financial-matters/travel/International%20Travel%20Release%20Form.pdf](https://www.lamar.edu/files/documents/faculty_staff/financial-matters/travel/International%20Travel%20Release%20Form.pdf)