

## 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)