

Travel Request and Information Form

Full Name:	Today's Date:
Personal Email:	Telephone:
MD Anderson Employee ID:	
Travel Information and Plans	
Departure Date:	Return Date:
Total Leave Time (# days):	
Destination (City, State, and Country):	
What is the purpose of this travel? (Select all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Personal Travel <input type="checkbox"/> Medical/Family Emergency <input type="checkbox"/> Other: _____ 	
Approvals	
<ul style="list-style-type: none"> • By signing this form, I certify that this travel should not hinder the student from making normal progress towards the completion of their coursework and/or degree requirements. • By signing this form, I approve the student's travel request for the period identified on this form. • By signing this form, acknowledge that the student is not authorized to work while on leave. 	
Name of Advisor:	
Signature of Advisor:	Date:
Name of Course Director 1 (if enrolled in non-research class):	
Signature of Course Director:	Date:
Name of Course Director 2 (if enrolled in non-research class):	
Signature of Course Director 2:	Date:
Contacts	
GSBS Office of Academic Affairs: <ul style="list-style-type: none"> • [PhD Students] Dr. Natalie Sirisaengtaksin: 713-500-9870, Natalie.Sirisaengtaksin@uth.tmc.edu • [MS and SMS Students] Dr. Wassim Chehab: 713-500-9874, Elamir.W.Chehab@uth.tmc.edu 	
If any unexpected, significant travel delays occur, OAA may contact you to discuss whether a leave of absence may be warranted.	
GSBS Finance: 713-500-8801, gsbs_finance@uth.tmc.edu	

Complete this section if you hold an appointment at MD Anderson:

MD Anderson Employee ID:

MD Anderson Approvals

Zera Harden, Director, Education & Training

Signature:

Date:

Office of VISA (signature required for international students only)

Signature:

Date:

I acknowledge that I have completed the Personal Travel Registry Tool for all personal travel to one of the countries below:

- The People’s Republic of China
- The Democratic People’s Republic of North Korea
- The Islamic Republic of Iran
- The Republic of Cuba
- The Russian Federation
- The administration of Nicolás Maduro of Venezuela

Trainee signature:

Date:

MD Anderson Contacts

Research Trainee Programs (RTP): 713-792-2696, RTP-EAS@mdanderson.org

Medhanit Zekarias: 713-745-5257, mzekarias@mdanderson.org

VISA: 713-792-1112, visa@mdanderson.org

For Students at MD Anderson who are traveling abroad:

- Please submit the travel request to RTP 15 days before the travel date.
- During your stay abroad, you will not have access to your MD Anderson computer or online resources.
- For paid students, the use of vacation hours is required for your time away.