

Travel Request and Information Form

Full Name:	Today's Date:
Personal Email:	Telephone:
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"/> Business Travel <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, I acknowledge that the student is not authorized to work while on leave (for students with MD Anderson appointments). 	
Name of Advisor:	
Signature of Advisor:	Date:
Name of Director for Course 1 (if enrolled in non-research class):	
Signature of Director for Course 1:	Date:
Name of Director for Course 2 (if enrolled in second non-research class):	
Signature of Director for Course 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 <p>If any unexpected, significant travel delays occur, OAA may contact you to discuss whether a leave of absence may be warranted.</p> <p>GSBS Finance: 713-500-8801, gsbs_finance@uth.tmc.edu</p>	

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

MD Anderson Employee ID:	
MD Anderson Approvals	
Zera Harden , Director, Education & Training	
Signature:	Date:
Rose Mary Valencia , Executive Director, Office of VISA (signature required for international students only)	
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	
<i>For Students at MD Anderson who are traveling abroad:</i>	
<ul style="list-style-type: none">• 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.	