

The University of Louisiana at Monroe

International Travel Procedures

1. Follow the current Travel Authorizations ([TA](#)) procedures.
2. In addition to the TA, a letter requesting permission to travel internationally must be addressed to President James E. Cofer, Sr. which must detail the following information ([Sample Letter](#)):
 - Dates of Travel
 - Destination
 - Reason for Travel
 - Registration Fee
 - Airfare
 - Lodging
 - Meals
 - Vehicle Rental (if applicable)
 - How is the travel being funded?
3. Once all the appropriate approvals have been received, the appropriate VP should send the TA and the letter to the Vice President for [Business Affairs](#) (Dave Nicklas) for approval. He will then send it to President Cofer for his approval. Again, this approval must be received **prior** to the travel time.
4. You will be notified of the President's decision. If approved, you may then proceed with your travel arrangements according to the State Travel Regulations (PPM 49).
5. Send original approved TA and a copy of the approved letter to the [Controller's Office](#) (attention Mary East).
6. Once the travel has been completed, follow the normal procedures for filing an [expense account](#) to get reimbursed.