



International Travel Request Form

Submitter Information

Submitted Date

06/12/2019

Submitter Name

Judy Allen

Submitter Email

Judy.Allen@heifer.org

Employee Information

Employee Lookup*Judy Allen
Preferred Name**Employee Email**

Judy.Allen@heifer.org

Employee Country*

United States

Approving Department*

Mission Effectiveness

 Click here if this is not the correct approver

Dates For Travel

Start Date*

06/12/2019

End Date*

06/29/2019

Travel Location

City

LR

Country

United States

Purpose of Travel:*(?)

purp

Justification of Travel:*(?)

just

How will Cost of Travel be Covered:*(?)

cost

Disclaimers

¹ This form must be submitted and approved prior to purchase of the international airline ticket.

² Each country office should maintain an additional internal travel record system which may contain information such as emergency contacts, flight and lodging arrangements and equipment the employee will use during travel.

³ The "Travel Approval Form" does **not** grant approval to incur expenses. Approval to incur expenses (via a travel advance or reimbursement) should follow established procedures.