

TEXAS STATE UNIVERSITY SYSTEM
 REQUEST FOR CHAIRMAN OF THE BOARD OF REGENTS APPROVAL
 AND RELEASE OF LIABILITY AND ASSUMPTION OF RISK
 FOR SYSTEM EMPLOYEES TRAVELING TO FOREIGN COUNTRIES
 USING STATE APPROPRIATED FUNDS

1. Institution: Lamar University Agency Code: 734
2. Individual Traveling: _____ Position Title: _____
3. Date of Departure: _____ Date of Return: _____
4. Contact Person and Phone Number: _____
5. Places to be Visited:
 Country: _____ City: _____

6. Estimated Cost of Trip:
 (Include only state appropriated funds.*)

(a) Transportation	\$ _____
(b) Other Transportation	_____
(c) Lodging	_____
(d) Meals	_____
(e) Registration Fee	_____
(f) Other	_____
Total	\$ _____
7. Attach an explanation and justification of the trip.
8. Statement and signature of applicant and agency administrator.

"I hereby certify to the Chairman of the board of Regents that the purpose of this trip is official business of the state and is necessary for the proper performance of this state institution's statutory functions. I further certify that I am aware of any travel advisory issued by the United States Department of State regarding a warning against or restriction on travel to the destination of this trip, and am aware of the potential risks associated with travel to that destination."

On behalf of myself, my heirs, executors, administrators and assign, and in consideration of the use of university funds in taking this trip, I hereby assume any and all risk, liability, loss, or damage arising in any way from this trip; further, I release the university, Texas State University system, their regents and employees from such liability, loss, or damage, including personal injury or death.

Applicant

Agency Chief Administrator

President
Title

Approval: _____
Chairman of the Board of Regents

Date

* State appropriated funds are those funds appropriated in the General Appropriations Act.