



Department of Information Technology
Travel Outside of USA
District Cell / Access to Email
Approval Request Form



Please note: Our network is secured by best practices; therefore, it is required to get approval prior to accessing district equipment outside of the USA.

Requestor Info:

Name/Title: _____ Phone: _____

Bldg./Dept: _____ Rm #: _____

Location traveling to: _____ Please list requested dates: _____
(Please be Country Specific)

The purpose of district need for access: _____

PLEASE CHECK ALL THAT APPLY

Access to District Cell Phone: _____ Access to District Email: _____

Goal: _____ Metric: _____

Required Signatures:

Requestor Signature: _____ Date: _____

Bldg./Dept. Administrator: _____
 (Please print clearly)

Budget Code: _____

Signature: _____ Date: _____

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Date received by Helpdesk: _____ Approved _____ Not Approved _____

Your request cannot be approved for the following reasons: _____

Approved/Not Approved by: _____
 (Please print clearly)

Signature: _____ Date: _____