**MEMORANDUM**

DATE:

TO: Graham Oberem, Provost and Vice President for Academic Affairs

FROM: Person Submitting Memo

SUBJECT: Late Travel Request

Explanation why request was submitted under the 30 day requirement for Foreign Travel that is not High Hazard or 40 day requirement for Foreign Travel that is High Hazard.

Signature of Dean Acknowledging memo *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*