**MEMORANDUM**

DATE: xxxx

TO: Kamel Haddad, Interim Provost and Vice President for Academic Affairs

FROM: Person Submitting Memo

SUBJECT: Late Travel Request

Explanation why request was submitted late based on:

* Domestic - under 10 BUSINESS days prior to travel.
* International - under 30 days prior to travel if no warnings are in place, 45 days for travel with warnings or high hazard/war risk.

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DEAN (Print Name and signature) Date