



## MEMORANDUM

5/30/23

**TO:** Approval Official/Supervisor  
Dean/Division Head  
Cari Vanderkar, Assistant Vice Provost for International Programs  
Cody VanDorn, CEO, Cal Poly Corporation (if high-hazard travel)

**FROM:** Name of Sender

**VIA:** Optional as needed

**SUBJECT:** Individual International Travel Routing Slip: Name of Traveler, City/Country, Dates of Travel

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Please see the attached individual international travel request from Cal Poly Corporation staff member \_\_\_\_\_ requesting approval for an international trip to \_\_\_\_\_,(location) \_\_\_\_\_ (dates of travel), \_\_\_\_\_ brief description of travel (conference, research, etc.).

Included for your review are the travel pre-authorization, export compliance form, and the foreign travel request form.

\* \_\_\_\_\_ (name of traveler) is unable to use a Concur Travel Card because they are exclusively an employee of Cal Poly Corporation.