

TEXAS A&M ENGINEERING

Off-site Work Request

This form is required for a temporary or permanent change of headquarters and allows the employee to justify travel and other expenses from a location other than College Station. All offsite work requests will be reviewed in accordance with System Regulation 33.06.01 Flexible Work Arrangements.

NOTE: College of Engineering Faculty - Use the Faculty Request Form Available From the Dean's Office

Check Employee Type

- TEES or College of Engineering (COE) Employee (Route through supervisor, department/division head, to Engineering Human Resources)
- TEES or COE Graduate Assistant (Route through supervisor, department/division head, Engineering Graduate Program Ofc., to Engineering Human Resources.)
- Non TEES/COE Employee Authorized to Travel on TEES Funds (Complete and route through supervisor, division head to TEES Fiscal)

Section 1 - Employee Data

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| UIN | First Name | MI | Last Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Title | Department | | |
| <input type="text"/> | <input type="text"/> | | |

Please attach the following: a copy of your CV/Resume **AND** a government-issued document** to verify identity which includes a photograph and date of birth (such as a driver's license, passport, etc.)

**Non-US citizens must provide a copy of your passport with photograph.

Section 2 - Offsite Location and Duration of Request

| | | | | | | | |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|--|---------|----------------------|
| Location and duration of request: | Start Date | <input type="text"/> | End Date | <input type="text"/> | <i>(if temporary relocation, this will be the last day of reimbursable expenses)</i> | | |
| Company/Institution | <input type="text"/> | City | <input type="text"/> | St. | <input type="text"/> | Country | <input type="text"/> |

List additional work locations to include start/end date, Company/Institution, City, State, Country of each. An employee may have only one designated work location during a given period.

Section 3 - Foreign National Employees

Attach required approval as necessary from International Faculty & Scholar Services (IFSS) or International Student Services (ISS).

Section 4 - Request Justification

Justification: Provide details to justify this request including focus of work, interactions with locations visiting and benefit to TAMUS. Explain how ongoing initiatives will be monitored. Attach additional sheet if necessary.

Is additional sheet attached for justification? Yes No

Section 4 - Approvals (Please Coordinate With Your Division Business Office)

1) Employee Signature / Date (required for all requests)

2) Supervisor Signature / Date (required for all requests)

3) Division/Department Head Signature / Date (required for all requests)

4) College of Engineering Graduate Program Office / Date (required for all TEES/COE graduate assistant requests)

5) Engineering Human Resources Director/ Date (required for all requests)