

**TO:** Dr. Henderson

**FROM:** Professor

**DATE:** June 30, 2015

**RE:** International Travel Approval

I am requesting international travel authorization to travel to Panama on January 4-12, 2016 to attend the CLAG Panama 2016. This trip is to tour the different areas in order for me to complete my research.

All travel regulations in PPM49 will be followed.

Estimated costs of the trip:

Hotel 8 nights - \$847.00

Food – 9 days @\$65/day =\$585.00

Tours - \$150.00

Airfare - \$975.40

Mileage to and from Natchitoches to Shreveport airport – 99 miles total - \$50.49

Parking at airport - \$64.00

Registration fee - \$85.00

Other reimbursable items – tips, phone, etc. - \$30

**Total estimated expenditures for trip \$2786.89**

This will be paid out of the Endowed Professorship account.

Thank you for your consideration.