

Airfare Approval for Non-Citizens

Complete form entirely. Any omissions may delay approval.

Date: _____

Name: _____

ID No./Emp ID No. _____

Country on Passport: _____

Employee of the OUHSC? YES NO

If Yes, Give Date of Employment: _____

Student? YES NO

Visa Status: _____

Number of days present in the U.S. during the current calendar year

Number of days present in the U.S. during the 1st preceding calendar year

Number of days present in the U.S. during the 2nd preceding calendar year

Purpose of Trip: _____

Date of Travel: _____ City/State _____

Requesting Dept. _____

Department Contact: _____

Extension: _____ FAX # _____

Approved: Not Approved:

Financial Services Signature _____

Please email completed form to SUAUX Accounting or fax to (405) 271-3981.

Please direct questions to Service Unit Accounting at 271-2246.