

International Visitor / Travel Information Authorization

Visit / Travel Dates: **Begin** _____ **End** _____
Location to be visited: **Country(s)** _____
City (s) _____
Purpose of Visit / Travel: _____

International Visitor to TVA (Complete form as soon as visit is confirmed.)

Business visit (Potential customer for a business unit that is marketing TVA services internationally)

Courtesy visit (All other visitors)

Name(s) / Date(s) of Birth: _____

Passport No. _____ Visa? Yes No If yes, Visa No. _____

Organization/Country affiliation: _____

From which country was the passport issued? _____

Address: _____

Date(s) of trip: _____

Hotel where staying: _____

Hotel location: _____ Area Code/Telephone: _____

Did this Visitor Group pay TVA to host? Yes No If yes, enter Amount Paid: \$ _____

NOTE: Provide an attached sheet giving the visitor itinerary [i.e., date(s), location(s), and facilities/projects being visited.]

Obtain appropriate Approving Executive's concurrence, and **fax** form together with agenda to:

- Community Relations (865-632-3082)

- TVA Police (865-632-9529) (allow at least two weeks advance notice)

TVA Employee Traveling Internationally (Complete form as soon as travel is confirmed.)

Name: _____ Title: _____

Organization/Group/Department: _____ Employee Grade Level: _____

Work Address: _____ Area Code/Telephone: _____

Date of Birth: _____ Employee ID No.: _____ Short Code: _____

Cost of trip: \$ _____ Paid By: _____

NOTE: Complete page 2 (attached)

Obtain appropriate Executive Committee Officer's concurrence, and **fax** form together with agenda to:

- Community Relations
(865-632-3082)

- TVA Washington Office
(202-898-2998)

- TVA Police
(865-632-9529)

(allow at least two weeks advance notice)

Recommendation for Senior Official and/or Board Participation

Participation by Senior Official? Yes No

If yes, provide name of person(s) recommended to participate and justification on an attached sheet. Coordinate request with appropriate office(s).

Name(s) _____

Participation by Board? Yes No

If yes, provide name of Board member(s) recommended to participate and justification on an attached sheet. Requests for the Board should be coordinated through Katie Bell, 632-3756, Knoxville.

Name(s) _____

NOTE: All international visitors must be approved by TVAP prior to visiting any TVA property.

Approving Executive: _____
(Print) (Signature) Date

International Visitor / Travel Information Form

TVA Employee Traveling Internationally

Employee Name (from page 1): _____

How will TVA benefit from international travel:

How will the benefit be measured:

When will benefit be realized by TVA:

What is expected cost of the trip:
