

## International Chancellor Approval Memo

### International Hire Resource Guide

To: Nickole Conley, UA CHRO  
(MAU approvals *must be obtained* before submission to UA CHRO )

Through: [Approval: Chancellor]  
(HR looks for two levels of approval, but this is an example of the approval workflow)

Through: [Dean/Director/Department Head]  
(HR looks for two levels of approval- this is an example of the approval workflow- follow your internal approval process in case additional approvers are required)

From: [Supervisor]

Date: [Date]

Re: Request for Out of Country Remote Work [Employee Name, UA ID]  
[TKL, PCN, Position Title, PD number]

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### **Justification for International Remote Work**

Provide a clear explanation of the business need for the employee to work remotely from an international location. (Example: specialized skill set, continuity of operations, critical project needs, recruitment challenges, etc.)

### **Funding Details**

Explain how the associated fees will be funded. Specify whether the source is F1 funds or Restricted Funds, and include any additional funding information relevant to the request.

### **Attachments**

Please ensure the following documents are included:

- Projected cost breakdown
- Completed GTN assessment received from HR Accounting

Cc: HR Coordinator