

## International Chancellor Approval Memo

### Direct Appointment Resource Guide

To: Nickole Conley, UA HR Director of Talent Acquisition & Development  
(MAU approvals must be obtained before submission to UA HR for the DA)

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