****(APPROPRIATE LETTERHEAD)

**MEMORANDUM**

Date

**TO:** Peter Lange, Interim Chief Operating Officer

**THROUGH:** Damon Slaydon,Vice President

 Human Resources & Organizational Effectiveness

**THROUGH:** {Vice President or Dean}

 {Division, College or School}

**FROM:** {Unit or Department Head}

 {Department Name}

**SUBJECT:** Alternate Work Location Request - Outside of the State of Texas

{Department} within the {Division/Administrative Unit} is requesting approval of an Alternate Work Location arrangement outside of Texas for {Candidate/Employee} to work in {State} in accordance with [Standard Administrative Procedure *33.06.01.M0.01, Alternate Work Location for Non-Faculty Employees*](https://rules-saps.tamu.edu/PDFs/33.06.01.M0.01.pdf).

{Provide justification statement to describe the business need of the school/college or division for an employee to work outside the State of Texas **OR** associated recruitment/retention efforts which resulted in the need to accommodate an employment scenario outside the State of Texas.}

As the employing department, we are aware that all employment arrangements are contingent upon approval and that Human Resources and Organizational Effectiveness will coordinate a legal review, if necessary, prior to recommending final approval which may include tax reporting, export control, immigration sponsorships, and other employment implications for the University.