

# International Travel Request Form

All faculty/staff travel, university coordinated student travel, guest/recruit and non-employee travel must be approved by Dean or AVP. Vice President approval on international travel is no longer required.

All employee international travel must be registered three weeks prior to the start date of travel – [travel registration submitted less than three weeks before departure date will require vp approval](#). Employee travel is registered in SAP Concur and this document must be signed and attached to either the Concur Request ID or the Expense Report.

**Traveler's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Dates of Travel:** \_\_\_\_\_

**Destination:** \_\_\_\_\_

**Concur Request ID:** \_\_\_\_\_

**Brief purpose of Travel:**

## **Signatures & Approvals: (NEED BOTH DEPT AND DEAN APPROVAL ON SAME LINE)**

By signing below, I understand that travel may be uncertain, and that I might encounter border closures and other disruptions to international travel that could prevent me from returning home as originally planned.

**Traveler:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Dept & Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Travel registration submitted less than three weeks before departure date will require VP approval.*

**VP:** \_\_\_\_\_

**Date:** \_\_\_\_\_