

International Travel Information Form

To be complete by faculty or staff; attach to Travel Request Form

Traveler's Name:

Information required for all international travel (#1 through #10)

1. Department emergency contact phone no:

2. Emergency contact name:

3. Emergency contact phone no. 1:

Phone no. 2:

4. Traveler's contact information while traveling at destination - name, if different from traveler, phone number:

Name:

Phone Number:

Email:

5. Lodging information while traveling - name, address, phone number:

6. Airport(s) flying into and out of destination of travel:

7. Method of travel to and from once you are at the destination while you are conducting university business. Please provide details on mode of local transportation. (Example: taxi, ferry, buses, car, etc.)

8. If you are traveling with an "other" i.e. spouse, child, partner, please identify the individual(s) and state whether you would like to purchase FTLP insurance for that individual at your own cost. Receipt of payment for "other" insurance must be received and approved by the office of Risk Management no less than five days before departure.

9. Registration with the [U.S. State Department Safe Traveler Enrollment Program \(STEP\)](#): (Chancellor's Office requirement that all high hazard country to register for (STEP).?)

Yes No

Employees are strongly encouraged to sign up for STEP, which a system utilized by the State Department to connect with the traveler, providing information on changing conditions in the foreign location and assistance with emergencies.

10. Are students traveling with you? Yes No

If yes, complete the [Travel Participant List](#) and attach to your travel authorization.

11. Additional information required for international travel to countries on U.S. Department Travel Warnings and Travel Alerts lists, and Alliant's Insurance list. Please click on each link below and check the appropriate box if your travel country is listed. If the travel destination is identified as high hazard also complete #12 and #13.

[Travel Warning](#) [Travel Alert](#) [Alliant's Insurance
High Hazard Countries](#)

12. Have you traveled to this region or destination? Yes No

If yes please briefly describe your prior experience?

13. Safety precaution plan(s) to address additional security concerns when the destination is identified as high hazard travel on U.S. State Department websites. You may find additional resources in developing a safety precaution plan by contacting Study Abroad Office in the Center for International Education and Risk Management Office.

Next Step

14. Attach form(s) to [travel request](#) and submit to department office for processing.