

INTERNATIONAL TRAVEL AUTHORIZATION FORM (FACULTY AND STAFF)

Faculty and staff traveling on University business and/or study to foreign countries must complete the Travel Authorization form and submit it to their Vice President, Dean or Business or Fiscal Officer for approval prior to departure. Once approved, faculty/staff must register their travel plans with Red24 and print a copy of the UM Travel Assistance Card prior to travel. The University will not reimburse travel expenses for faculty and staff traveling on a University trip to foreign countries unless they register their travel information with Red24.

PERSONAL INFORMATION	
Name of Traveler/Employee:	
Department Name:	Office Phone Number:

TRAVEL INFORMATION	
Travel Destination(s):	
Departure Date <i>(from US)</i> :	
Arrival Date <i>(to US)</i> :	
Traveling by (please check one): Air _____ Sea _____	
<i>(Transportation details will be requested during Red24 registration)</i>	
Purpose of Travel (please be as specific as possible)	

_____ Print Name of Traveler	_____ Signature of Traveler
_____ Date	
_____ Print Name of VP/Dean/Designee	_____ Signature of VP/Dean/Designee
_____ Date	

<i>Travel to countries in the U.S. Department of State Travel Warning list or countries with which the United States does not have formal diplomatic relations requires Provost or his/her designee approval.</i>	
Provost/Designee Approval _____	Date _____