

**INTERNATIONAL TRAVEL AUTHORIZATION FORM
(FACULTY AND STAFF)
(For Restricted Travel Only)**

Instructions:

1. Complete the International Travel Authorization Form at least two weeks prior to departure.
2. Obtain signature from Vice President, Dean or Designee.
3. Travel Authorization for the Academy are submitted to the Office of Study Abroad at studyabroad@miami.edu.
4. Travel Authorization for MSOM/UHealth are submitted to MSOMFacultyTravelRequests@med.miami.edu.
5. The Assistant Dean and Director of Study Abroad and/or Faculty Affairs, as the delegate for the Dean and Chief Academic Officer for MSOM will in consultation with Risk Management, review the request and provide the recommendation for travel.
6. Travelers booking their trip outside of the [University of Miami Travel Portal](#), must register their travel information along with any travel changes prior to and/or during with [International SOS](#).

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

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

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

Provost or designee APPROVAL	
Print Name _____	Signature _____
Date: _____	