

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

Complete the International Travel Authorization form at least two weeks prior to departure and submit it to the Director of Study Abroad, who will obtain further approval from the Vice President of Hemispheric and Global Affairs and the Provost. Once approved, faculty and staff must register their travel plans with International SOS.

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 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 of Provost	_____ Signature of Provost
_____ Date:	