

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
Western Carolina University
(Revised, July 2012)

Use for travel abroad on *university business only* (attach additional pages if necessary)

Faculty/Staff information:

Name _____ Department _____
Last First MI

Please list all other WCU employees and individuals from other universities or organizations who will be traveling with the students:

Name	Organization	Name	Organization
_____	_____	_____	_____
_____	_____	_____	_____

Emergency contact information (Do not list spouse or other family members if they will be traveling with you):

Name _____ Relationship to you _____
Phone number(s):
Home (____) _____ Work (____) _____ Cell (____) _____

Travel information:

Destination(s): *(List all cities/countries to be visited, and attach a full itinerary)*

Individuals you will visit: *(List the names and contact information of all individuals with whom you will visit or work while abroad)* _____

Purpose of Travel: *(Conference, research, vacation, etc.)* _____

Date you will begin travel _____

Date of return _____

Did you use a travel agent? Y N

If yes, please complete the following:

Name of Agency _____

Name of Agent _____

Phone number (____) _____

University Technical or Confidential Data:

Please list all university-owned confidential data to be taken on this trip (e.g., student or employee Social Security numbers, driver's license numbers, financial information or protected health information). Also list all university-owned technical data to be taken on this trip (e.g., any information required design or development; production, manufacture or assembly; operation; repair, testing or maintenance; modification of product in the form of blueprints, drawings, plans, photos, instructions or other documentation EXCEPT for information in the public domain)
