

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, March 2017)

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

Faculty/Staff information:

Name _____ Department _____
First MI Last

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)* _____

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 Technology:

Please list all university-owned equipment/technology to be taken on this trip (e.g., laptop computers, microcomputers/processors, BlackBerrys/Smart phones, PDAs, removable memory devices/thumb drives, digital computers, encryption software, telecommunication/transmission equipment, lasers, laser sensors)

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)

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
Western Carolina University
 (Revised, March 2017)

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

Approval for Travel

Supervisor Approval:

printed name

signature

date

Immediate Supervisor _____

Dean/Vice Chancellor _____

Provost Approval:

Travel fully approved

Travel approved with one of the following conditions:

1) Approved to return to campus with physician's certificate of fitness/confirmation of avian flu testing

2) Approved to return to campus after self quarantine/quenching period of _____ days

Travel denied - Reason for denial: _____

 Provost signature

 date

Visual Compliance Approval:

Visual Compliance met

 Visual Compliance Staff Member

 date

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
Western Carolina University
(Revised, March 2017)

International Business Travel Insurance Plan

All Western Carolina University employees traveling abroad on official university-related business are highly recommended to enroll in the HTH World Wide insurance program <http://hthworldwide.net/> The insurance cost is paid by WCU employee or responsible department. Please contact Office of International Programs and Services at international@wcu.edu or 828-227-7497 for inquiries.

Traveler Enrollment Program

Please enroll in the U.S. Department of State Smart Traveler Enrollment Program (STEP) <https://step.state.gov/STEP/Pages/Common/Citizenship.aspx> The STEP is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. You receive important information from the Embassy about safety conditions in your destination country. The STEP helps you make informed decisions about your travel plans, and helps family and friends get in touch with you in an emergency.

Travel Alerts and Warnings

Please check the U.S. Department of State for travel alerts and warnings prior to travel <https://travel.state.gov/content/passports/en/alertswarnings.html>