

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
 (Complete in compliance with University Policy 100)
 Western Carolina University
 (Revised, June 2022)

Complete this form when traveling abroad on 1) university business; or 2) when transporting university-owned equipment or data during personal travel (attach additional pages if necessary).

Faculty/Staff Information:

Name _____ Department _____
First MI Last

Travel Information:

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 _____

Phone number (Ag)-5.993 (enc)-4.007 (y)]TJ ET Q q 0 0 612 792588 Tf 36 50 n BT /T10 n3r q 0 [(((y)]TJ ET Q q 0 0

sites visited, universities/colleges, and companies/entities,
 events/speakers/activities. Attach a full itinerary including accommodations.

Date	Country	City	University/Company/ Speaker/Activity	Accommodation s

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, June 2022)

Health and Safety Information:

Emergency contact information (Do not list spouse or other family members)

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, June 2022)

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, June 2022)

Checklist of International Travel with University Owned Equipment

University Owned Items/Equipment (attach additional sheets if necessary):

Item Description	Brand	Model	Serial #	WCU Green Tag

University Owned [Sensitive](#) or Technical Data

INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, June 2022)

Approval for Travel

Supervisor Approval:

Immediate Supervisor

printed name

signature

date

Dean/Vice Chancellor

printed name

signature

date

Visual Compliance Approval:

Visual Compliance met

Visual Compliance Staff Member

date

Provost Approval:

Travel fully approved

Travel approved with condition: Approved to return to campus after self-quarantine period

days to self-
quarantine

Travel Denied

Reason for denial:

Provost Signature

date