

# INTERNATIONAL TRAVEL

## FORMS TO BE COMPLETED PRIOR TO START OF TRIP

The following forms must be submitted to the travel office 30 days prior to the departure date for an international trip:

- Letter detailing the purpose of the trip and recommendation by the appropriate Vice President
- President's signature on the request letter to show approval for trip
- Travel Authorization
- Traveler's Checklist
- Traveler's Contact and Emergency Information
- Traveler's Itinerary and Contact Information
- International Travel Waiver of Liability for each traveler
- Requisition form for travel insurance (contact Purchasing Services for costs)
- DSU International Travel Insurance Information Form