

International Travel – Itinerary and Contact Information

CONTACT INFORMATION - A contact list is required for everyone involved in international travel. While the traveler does not have to use the template shown below, all information below must be present in an alternative form.

Itinerary					
Departure Information			Arrival Information		
Airport	Date & Time	Country/Region/City	Airport	Date & Time	Country/Region/City

Faculty and Staff Travelers Contact Information					
Name	Email Address	Phone/Cell	Address	Emergency Contact Name	Emergency Phone/Cell

Student Travelers Contact Information					
Name	Email Address	Phone/Cell	Address	Emergency Contact Name	Emergency Phone/Cell

Destination Emergency Contact Information			
Name/Type	Country/Region/City	Email Address	Phone/Cell