

# International Travel Information Form

To be complete by faculty or staff; attach to Travel Request Form

Traveler's Name:

Traveler's Email Address:

## Information required for all international travel (1 through 10)

1. U.S. Emergency contact name:

2. U.S. Emergency contact phone number:

U.S. Emergency contact email address:

3. Traveler's contact information while abroad – If you will have an international cell phone number, please provide the information below. Otherwise, please provide third party or international contact information.

Name:

Phone Number:

Email:

4. Lodging information while abroad - name, address, phone number, email address (if available):

5. Airport(s) flying into and out of destination of travel. Please note: CSURMA strongly recommends groups with more than 20 participants travel on separate flights.

6. Method of transportation to and from the location where you will be conducting university business while abroad. Please provide details on mode of local transportation. (Example: taxi, ferry, buses, car, etc.)

7. If you are traveling with an "other" i.e. spouse, child, partner, please identify the individual(s) and state whether you would like to purchase FTIP insurance for that individual at your own cost. Receipt of payment for "other" insurance must be received and approved by Risk Management no less than five (5) days before departure.

8. Registration with the [U.S. State Department Safe Traveler Enrollment Program \(STEP\)](#).

All travelers are strongly recommended by the Chancellor's Office to sign up for STEP, which is a system utilized by the State Department to connect with the traveler, providing information on changing conditions in the foreign location and assistance with emergencies.

Registered or will register before travel begins

Yes

No

9. Are students traveling with you?

Yes

No

If yes, complete the [Travel Participant List](#) and attach to your travel authorization.

10. Additional information required for international travel to countries on U.S. Department Travel Warning/Alert lists, and CSURMA's High Hazardous/War Risk Country list. Please click on each link below and check the appropriate box if your travel country is listed. If the travel destination is identified as a high hazardous/war risk country, complete #11 and #12 and attach the memorandum from the Associate Dean/Executive Director for Center of International Education to your travel request form.

[Travel Warning/Alert](#)

[CSURMA High Hazardous/War Risk Country List](#)

11. Have you traveled to this region or destination previously?

Yes

No

If yes please briefly describe your prior experience?

12. Safety precaution plan(s) to address additional security concerns when the destination is identified as high hazard travel on U.S. State Department websites. You may find additional resources in developing a safety precaution plan by contacting the Study Abroad Office in the Center for International Education and Risk Management Office.

### **Next Step**

13. Attach form(s) to [travel request](#) and submit to department office for processing.