

International Travel Request Division of Academic Affairs

Date: (mm/dd/yyyy)

To: Dr. Alison Baski
Interim Provost and Vice President for Academic Affairs

Via: (Dean/AVP Name) (Dean/AVP signature)
(Title and College/Dept.)

From: (Faculty/Staff name) (Faculty/Staff signature)
(Title and College/Dept.)

Subject: Domestic Travel Request - (event and/or travel destination)

I wish to request international travel approval to attend (event) in (location). My requested travel dates are (start date) to (end date). *[Explain reason/purpose for this travel. If the trip includes personal travel dates, please list them.]*

I will be traveling by (mode of transportation) *[for air travel, also list airports]* and will be staying at (lodging name, address, and phone number).

I will be traveling (alone/with others). *[If traveling with students, please fill out the Academic Field Trip Participant List and attach it to this memo. You also must submit an Academic Travel Request for the student participants via the Student Travel website at <https://www.cpp.edu/student-affairs/studenttravel/index.shtml>.]*

The estimated cost of my travel is \$(amount), which includes (expense items, e.g., transportation, lodging, mileage, registration, per diem allowances, etc.). The following funding source(s) will be used to cover these expenses: *[provide complete details, including Chartfield string information]*.

According to the U.S Department of State, the Travel Advisory for (Country) is Level (#). *[Print out a copy and attach. For Level 3 or 4, provide justification for your need to travel to a High Hazard country.]*

I (am/am not) teaching during the proposed travel dates. *[If teaching, please indicate how your classes will be covered.]*

I have attached the following to my memo: *[Please list what you have attached.]*

1. Event/conference agenda or email invitation with date and location information *[required]*
2. U.S. Department of State Travel Advisory information *[required]*
3. CSU Guidance on International Travel document *[required]*
4. CSURMA High Hazardous and War Risk Country information *[if applicable]*
5. Academic Field Trip Participant List with students' emergency contact information *[if applicable]*

[If traveling with students, do not attach student release forms or CSU Guidance documents to the memo. Instead, include them with the Academic Travel Request submitted on the Student Travel website.]

Thank you for your consideration of this travel request. Should you have any questions regarding my trip, please let me know.