**International Travel Request**

Date: [**Month, Day, Year]**

To: Dr. Sylvia Alva, Provost and Vice President for Academic Affairs

Via: [**Dean or Manager’s Name, if applicable**]

[**Title**]

From: [**Travelers Name**]

[**Position**]

Subject: International Travel Request- [**City name, Country**]

Attached please find my international travel request to attend the [**Conference name, meeting name or purpose of travel**] in [**City name**]. I will be traveling to [**City name, Country Name**], to [**Nature of activities**] and the proposed travel dates are [**Dates traveler will be traveling on state business/Dates traveler will be traveling on personal business (if applicable)**].

The estimated cost for this trip is [**Dollar amount**], which will be funded by [**Indicate Funding Source**].

According to the U.S Department of State Website, <http://travel.state.gov/content/passports/english/alertswarnings.html>, the current travel warning is showing a level **(insert 1, 2 or 3).** I understand additional questions must be answered, because **(Insert country)** is on the CSURMA list.  This is done as a precautionary measure, as travelers may (knowingly or not) visit other regions of the country, that have a higher-level advisory.

Lodging Name:

Lodging Address:

Lodging Phone Number:

Mode of Travel: (i.e., taxi, public transportation, rental car or specify other)

Airports being used:

Additional security measures being taken:

In case of an emergency please contact [**Name, Email**]. (If no email address, please provide a phone Number)

[**If traveling during the academic term, please indicate how traveler’s classes will be covered**]**.**

If you have any questions regarding my trip, please let me know.