S A M P L E

International Travel Request

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

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

Via: [**Deans Name, if applicable**]

 [**Title**]

From: [**Travelers Name**]

 [**Position**]

Subject: International Travel Request- [**Destination**]

Attached please find my international travel request to attend the [**Conference name or meeting name**] in [**Location**]. I will be traveling to [**Destination**], to [**Nature of Activities**] and the proposed travel dates are [**Dates traveler will be traveling on state business**].

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> there are currently no travel warnings.

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

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

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dr. Sylvia Alva

Provost and Vice President for Academic Affairs