



Office of the Provost

Request for Authorization of Out-of-Country Travel

All international travel requests must be signed and approved by the Provost designee. To obtain approval, this form should be typed or printed legibly. Once approved by the Dean, the traveler/ proxy should upload request to T&E system in PeopleSoft. This approved form must be uploaded at least twenty (20) working days before the start of travel (NOTE: Travel to travel warning and CDC level 2 and 3 countries require additional time for processing). All blanks must be completed; all signatures except Provost must be obtained by traveler.

UofL E-mail: [ ] Department Contact Name: [ ]
Date of Request: [ ] Phone: [ ]
Employee Name: [ ]
Position Title: [ ] Department: [ ]

Destination: City, Country [ ]

Departure Date: [ ] Return Date: [ ]

Does travel include personal time? If so, list dates: [ ]

Has any emergency contact information changed since your last trip? [ ] No

Purpose of Trip: [ ] Yes, please complete new emergency information sheet

[ ]

How will your University responsibilities be covered during your absence? List person(s) covering:

[ ]

Funding Sources(s): Must be initialed by person with account authority.

Acct. #: [ ] Amount: [ ] Approved by: \_\_\_\_\_
Acct. #: [ ] Amount: [ ] Approved by: \_\_\_\_\_
Acct. #: [ ] Amount: [ ] Approved by: \_\_\_\_\_
Total estimated cost of trip: [ ]

I certify that it is necessary for the employee named above to make this trip on official business connected with the duties of his/her position.

Person Requesting Approval

Date: \_\_\_\_\_

Department Head or Supervisor

Date: \_\_\_\_\_

Dean

Date: \_\_\_\_\_

Provost or Designee

Date: \_\_\_\_\_