

UNIVERSITY OF LOUISVILLE[®]

Office of the Provost

Request for Authorization of Out-of-Country Travel

Students are not permitted to travel to Travel Warning Countries

All international travel requests must be approved by the Office of the Provost.

Once approved, you will be sent an e-mail confirming. This approved form must be received at least fifteen (15) working days before the start of travel. All blanks must be completed. This form should be typed or printed legibly, and forwarded Rebecca Dixon, 101 Brodschi Hall.

UofL e-mail: Department Contact Name:

Date of Request:

Student Name:

Phone: Student ID #:

Department:

Destinations (s) :

Departure Date: Return Date:

Will you be receiving academic credit for your time abroad? Yes No

Do any dates include personal time? If so, list dates:

Purpose of Trip:

Account #: Amount:

I certify that it is necessary for the medical student 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: _____