

# UNIVERSITY OF LOUISVILLE®

## Office of the Provost

### Request for Authorization of Out-of-Country Travel

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

Once approved, it will be sent to the Controller's Office. This approved form must be received 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. This form should be typed or printed legibly, and forwarded to Xiujie Sun, Brodschi Hall.

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. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	_____
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	_____
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	_____
<b>Total estimated cost of trip:</b>			<input type="text"/>		

*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: \_\_\_\_\_

Print Form

## Release and Assumption of Risk

**WHEREAS, I,**   Faculty  Staff  Student  EAM  Community Member

contemplate participating in the University of Louisville ("University") activity at

from:  to:  and **WHEREAS** the activity is sponsored by

School/ Department  at the University of Louisville, entitled  Program name:

**WHEREAS** my participation is voluntary and in the event that the activity is for academic credit, I acknowledge that the University of Louisville has offered an alternative means of receiving academic credit in lieu of participating in the activity; and

**WHEREAS** I have read the program materials and had the opportunity for oral briefing and discussion with University personnel about the program including type of facilities, health care, housing, food, transportation and personal safety conditions expected in the locale and the types of activities and physical requirements necessary for successful participation, and , and consult the Center for Disease Control (CDC) and U.S. Department of State web sites (<http://www.cdc.gov/travel/> for CDC; [http://travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html) for State Department).

**WHEREAS** I understand that I am free to utilize transportation provided via the University of Louisville or to choose a mode of transportation independent of that provided by the University at my own risk and expense;

**NOW THEREFORE**, in consideration of my being offered the opportunity to participate, I agree as follows:

- 1.I voluntarily and willingly agree to participate in all activities, and represent that I am medically fit to engage in the activity and travel. I further agree voluntarily to assume all risks including for accident, illness or damage to my person or property except to the extent of legal liability of the University of Louisville, its officers, employees, and agents for injury caused directly by their wrongful or negligent conduct not contributed to by my own conduct.
2. I acknowledge that personal and/or bodily injury including death and property loss or damage, including those resulting from kidnapping, criminal activity, terrorist attacks, war, lack of access to health care, and food or beverage contamination are possible risks of international travel. International air travel may also involve travel rerouting and delays, increased security checks and additional air passenger restrictions. I also understand that some foreign facilities may not meet United States disability access standards. I have considered these risks and voluntarily agree to assume them.
- 3.I, on behalf of myself, my heirs, successors and assigns, waive and release all claims against the University of Louisville and its agents, and any tour organizer employed or utilized by the University of Louisville, for any injury, loss, damage, accident, delay or expense including those resulting from the use of any vehicle, weather, sickness, or arising from any act or omission of any restaurant, transportation or accommodation provider, other party, institution or individual in connection with the activity to the extent of liability not directly caused by wrongful acts or negligence of the University, its agents, or its tour organizer nor related to any willful or negligent conduct by me. This release does not extend to my contractual rights in agreements with tour organizers or travel agents.
4. I grant the University of Louisville and its agent's full authority to take whatever actions they may in their sole judgment consider to be warranted under the circumstances regarding my health and safety during the period of this activity and associated travel. Specifically, I authorize the University of Louisville and its agents, at their discretion, to place me at my own expense and without further consent in a hospital for medical services. I acknowledge primary responsibility for my own health and agree to obtain insurance coverage for health-related expenses incurred during or in connection with my participation in the activity or to be responsible for any costs associated with my health care including any advanced on my behalf by the University in its sole discretion, but in no event, shall the University or its agents be required to advance such costs.
5. I acknowledge and agree that this is a supervised program and that group standards must be observed. I agree to remain at all times under the supervision of the University and its agents and will comply with the University rules and instructions as well as local law and custom. I hereby waive and release all claims against the University of Louisville and its agents related to my failure to cooperate with such supervision, comply with such instructions or my misconduct.

6. I acknowledge and agree that the University shall have the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in the trip or attendant activities for failure to maintain these standards or for any conduct which the University considers to be incompatible with the interest, harmony, comfort and welfare of others. I specifically agree that if my participation is terminated for this reason or any reason related to my misconduct, my consent is hereby given for immediate transportation home at my own expense with no refund of program charges.

7. I recognize that the trip and attendant activities are group endeavors and agree to accept and abide by the will of the majority whenever a matter of choice is presented to the group by the University's agent.

8. I hereby acknowledge that the University shall have authority to cancel or terminate the activity or travel in accordance with its policies or best judgment including a cancellation in consideration of international or political developments and/or State Department travel warnings. I agree that if the University cancels or terminates the activity or part of it, it will refund any fees retained by the University and that the University will request a complete refund of any additional money paid by it or me for travel or accommodations, etc. for the activity. I understand that the University is not responsible to me for the refund practice of any particular vendor. Accordingly, I acknowledge the advice of the University that I purchase full coverage trip cancellation and trip interruption insurance at my own expense for my financial losses in connection with any cancellation or termination.

9. I have carefully read a copy of the information brochure about international travel (Attachment 1) and agree to comply with its instructions in connection with this activity.

**I am at least 18 years old, have carefully read this document with the opportunity to consult an attorney if I wish. I understand and agree to be bound by it.**

\_\_\_\_\_  
**Signature of Participant**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent if under 18 years of age**

\_\_\_\_\_  
**Name of emergency contact**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Emergency phone**

**EMERGENCY INFORMATION SHEET**  
**For Out of Country Travel**

*Submit completed sheet to Xiujie Sun, 101 Brodschi Hall, Belknap Campus*

Print Form

Active Date

**Your Name as it appears on your passport:**

Emergency Contact - Department:

Name of Department Chair:

Direct Line: Work

Phone- Home/Cell:

Name Colleague/other:

Direct Line: Work

Phone- Home/Cell:

Emergency Contact - Personal/Other:

Name:  Relationship:  Phone:

Name:  Relationship:  Phone:

Emergency contact information will remain on file at the Office of Study Abroad and International Travel, it is the responsibility of the traveler to inform the Office of Study Abroad and International Travel of any changes.

All paperwork must be sent to Xiujie Sun, 101 Brodschi Hall.

For expediency, you may scan and send to [fasit@louisville.edu](mailto:fasit@louisville.edu) and then send the original to the International Center.

## International Travel Guidance

The University of Louisville encourages its faculty and staff to participate in international activities and promotes the development of opportunities for international study and research. Travel outside the U.S. can also present legal issues for faculty and staff. While most travel does not constitute an export control problem, it is important for international travelers to consider the legal implications of where they are going, what they are taking, and who they will be associating with while abroad.

In particular if you are traveling with your laptop or any other electronic devices these items along with the underlying technology, any data on your device, proprietary information, confidential records, and encryption software are all subject to export control regulations. Additionally, most governments have regulations that permit the seizure of travelers' computers and the review of their contents. For example, U.S. customs has the right to inspect your laptop as you go through border security, including at U.S. airports. Reasonable suspicion of any crime or wrongdoing is not needed for U.S. customs to search a laptop or other personal electronic storage device at the border.

China's web of encryption regulations are also a good example of importation restrictions which have the potential to ensnare unsuspecting foreigners using their laptops or mobile phones in country. Under the Regulations for the Administration of Commercial Encryption ('Encryption Regulations'), adopted in 1999 by China's State Council – the highest organ of the state – the manufacture, use, sale, import, or export of any item containing encryption without prior government approval may lead to administrative fines, the seizure of equipment, confiscation of illegal gains, and even criminal prosecution.

Most importantly, **do not travel to conduct research or educational activities in embargoed countries without first checking with the Export Control Officer.** Please reference OFAC's Sanctions Program and Country Summaries for the most current list.  
<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

**Before** leaving the US, it is important to consider **what** you are taking, **where** you are going, **who** you are working with, and **why** the end-users are collaborating with you. Taking the following precautions will help you prepare:

- Know who you are dealing with and why they are working with you
- Fully remove export-controlled information, technical data, and software from your laptop prior to leaving the U.S.
- Do not take the only copy of data or information you cannot afford to lose

If you have any questions or need more detailed information about this topic, please contact the Export Control Officer at [will.metcalfe@louisville.edu](mailto:will.metcalfe@louisville.edu) or 852-1708.

## University of Louisville Travel Certification

By signing this document, I confirm that I have read the attached international travel guidance document and understand my responsibilities regarding the transfer of controlled items, commodities, equipment, technology, and technical data when traveling internationally.

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Certifier's Printed Name

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Certifier's Signature

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Date

Technical Data – Technical data includes technical specifications, plans, blueprints, etc. Technology is "released" for export when it is available to foreign nationals for visual inspection (such as reading technical specifications, plans, blueprints, etc.); when technology is exchanged orally; or when technology is made available by practice or application under the guidance of persons with knowledge of the technology.