

UNIVERSITY OF LOUISVILLE®

Office of the Provost

Request for Authorization of Out-of-Country Travel

All international travel requests must be approved by the Provost designee. To obtain approval, submit international travel forms, signed by the chair and dean, at least twenty (20) working days before the start of travel. (NOTE: Travel to State Department and CDC level 3 and 4 countries require additional processing time). Travel requests are submitted through the T&E system in PeopleSoft. All blanks must be completed; all signatures except Provost must be obtained by traveler. This form should be typed or printed legibly.

UofL E-mail:

Department Contact Name:

ID Number:

Phone:

Employee Name:

Department:

Position Title:

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

Yes, please complete new emergency information sheet

Purpose of Trip:

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.

Date:

Employee Traveler

Date:

Department Head or Supervisor

Date:

Dean

Print Form