

UNIVERSITY OF LOUISVILLE[®]

Office of the Provost

Request for Authorization of Out-of-Country Travel

Students are not permitted to travel to countries with CDC or State Department 3 or 4 advisories.

All international travel requests must be approved by the Provost designee. To obtain approval, submit international travel forms, signed by the chair and dean, to the International Center at least twenty (20) working days before the start of travel. All blanks must be completed. This form should be typed or printed legibly, and forwarded to 101 Brodschi Hall or fasit@louisville.edu.

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 student named above to make this trip on official business connected with the duties of his/her position.

Student Traveler

Date: _____

Department Head or Supervisor

Date: _____

Dean

Date: _____

International Center Provost Designee

Date: _____