

# UNIVERSITY OF LOUISVILLE®

Office of the Provost

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

Medical 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: Bethany Hodge

Date of Request:

Student Name:

Phone:  Student ID #

Department: Global Education Office

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:

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

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