

UNIVERSITY of LOUISVILLE

MEMORANDUM

TO: Deans and Department Heads

FROM: Dr. Carol Garrison *CZG*
University Provost

DATE: May 13, 1999

RE: Overseas Travel

I ask that all UofL faculty and students who are traveling, studying, or attending to any University business overseas inform the University through the International Center of their destination(s) and provide emergency contact information. The International Center will maintain this information and, in the case of an emergency, you should call the Department of Public Safety (+502 852-6111) immediately. The Department of Public Safety will relay the call to the staff of the International Center. The International Center staff will call your emergency contact(s).

Colleagues have prepared an "Overseas Emergency Information Sheet," "Participation and Release Form," and "Travel Tips" brochure. They request and provide important, useful information. They may be obtained at the International Center and at its website:
www.louisville.edu/student/services/intcent.

Please direct all questions to Andrea Stephan, International Program Advisor, at (852-6602).

Thank you.



UNIVERSITY of LOUISVILLE

MEMORANDUM

TO: Deans and Department Heads

FROM: Everett Egginton *EE*
Director, International Center

DATE: July 13, 1999

RE: Overseas Travel checklist

Below is a checklist to aid UofL faculty and students in completion of the forms required for overseas travel. Again, Provost Garrison asks that all UofL faculty and students who are traveling, studying, or attending to any University business overseas inform the University through the International Center of their destination(s) and provide emergency contact information. The International Center will maintain this information and keep it available to its staff. In the case of an emergency, the traveler should call the Department of Public Safety (+502 852-6111) immediately. The Department of Public Safety will relay the information to the staff of the International Center so that they may call your emergency contacts.

_____ Completed "Overseas Emergency Information Sheet"
 _____ Photocopy of passport
 _____ Any information concerning itinerary while overseas (hotel phone numbers, etc.)
 _____ Completed "Release and Assumption of Risk" form, required by legal counsel

All forms are available via the International Center website:
www.louisville.edu/student/services/intcent. We ask that you submit completed forms. It is the responsibility of the individual to obtain these forms and return them to the International Center. The "Travel Tips" brochure may also be found via the International Center website, and should be read prior to submitting the completed forms.

Please direct all questions to Andrea Stephan, International Program Advisor, at (852-6602).

Thank you.

International Center

