



AUTHORIZATION FOR OFFICIAL FOREIGN TRAVEL

(Required for travel outside the United States, Canada and Puerto Rico)

Faculty/Staff Name: _____

Destination Countries (include and specify transit stops): _____

Departure Date: _____ Return Date: _____

Purpose of Trip: _____

Emergency Contacts

Destination Contact:

Home Contact:

Name: _____

Name: _____

Affiliation: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

E-Mail Address: _____

E-Mail Address: _____

Listed below are additional steps you MUST complete prior to your foreign travel. Please indicate the status of each with a check mark in the appropriate boxes. You can either check with the U-M International Office or with the U.S. Department of State (travel.state.gov) for specific country requirements and warnings.

Table with 3 columns: Complete, In Progress, and Description. Rows include: Trip registered with U-M Travel Registry, Passport up to date, Places of travel deemed safe, Immunizations up to date, Carrying University equipment, Research compliance, and Student travel forms.

Signature of Traveler

Date

Signature of Department Chair/Director

Date

Signature of Dean

Date