

**International Travel Checklist**

**(This checklist must accompany the Pre-Travel Authorization Form)**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **900#:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Below is a list of items needed to complete the approval process of all international travel. Please check the item, if it is included in your TA packet.**

\_\_\_ Acceptance Letter or Invitation to Attend the Conference

\_\_\_ General Itinerary showing daily activities (Not Airfare Itinerary)

\_\_\_ Proposed Airfare Itinerary

\_\_\_ Information about the conference

**International Travel Process:**

* Submit signed TA packet with supporting documents to the appropriate travel coordinator in the Dean’s office, at least 70 days before departure.
* Your Travel coordinator will process the TA and obtain the necessary signatures from the Dean’s office and then send to the Provost, for additional approval. The Provost must receive the TA packet at least 60 days before departure.
* Once the TA has been approved by the Provost, a copy will be forwarded back to you and all travel arrangements may be completed.