INTERNATIONAL TRAVEL FORM

The purpose of this form is to ensure that necessary information is provided to our insurance company for international travel.

Please attach this form to the purchase order requisition and forward it to Procurement Services. NOTE: No requisition for international travel will be processed without this form being completed.

Foreign Travel Destination: __________________________________________________________

Department: _____________________________   Supervisor: _____________________________

Date of Departure: _________________   Date of Return: _________________

Purpose of Trip: ___________________________________________________________________

Sponsored by: _____________________________________________________________________

Airline: ________________________________  Number of tickets to be purchased: ___________

Requisition Number: _____________________   Account Number: ________________________

Names of Individuals Traveling and Relationship to University:

(Circle one)

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

Name: _____________________________________________  Faculty/Employee/Student/Other *

*If "Other" please specify: __________________________________________________________

Note: If you have additional names, please attach a list.

________________________
To be completed by Procurement Services

Procurement Services Approval: ___________________________   Purchase Order No: _____________

□ Copy to VP of Finance on: _______________   □ Copy to General Council on: _______________

□ Copy to Controller’s Office on: _______________
Western New England University’s
International Travel Policy

All International Travel is to be booked through the University’s travel agent. This policy is unlike domestic travel that can be booked directly online through an airline, or via an online “brokerage” (i.e. Travelocity, Expedia, etc.). Procurement Services cannot issue a Purchase Order unless a Purchase Order Requisition and a fully completed “International Travel” form are provided. These forms can be obtained from Procurement Services. The purpose of this form is to provide insurance information to the University’s insurance company so those that are traveling are covered.

Items to consider prior to departure for international travel:

- Valid passports for all travelers are in place
- Verify necessary updates on vaccinations to the country one is traveling
- Review State Department advisories for the country or countries you are traveling to
- Obtain a purchasing card from Procurement Services
- Obtain Travelers checks (Procurement Services can assist you)
- Book lodging accommodations in advance
- Obtain the rate of currency exchange (which will give an indication of costs during your travel)
- Obtain travel insurance cards (good for foreign travel) from the Finance & Administration Office
- Obtain necessary waivers, releases, and medical treatment authorizations for those that are traveling, and who are students or non-university employees that may be accompanying faculty, staff, or administration on University sponsored travel. Releases, waivers, and medical treatment authorizations may be obtained by calling the General Counsel’s Office at extension 1542.