

**Western New England University
INTERNATIONAL TRAVEL FORM**

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

Complete and send electronically to: Procurement Buyer, VP of Finance, General Counsel, Budget Office and Bursar's Office.

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(s): _____

Department(s): _____ Program Director: _____

Date of Departure: _____ Date of Return: _____

Purpose of Trip: _____

Sponsored by: _____

Airline: _____ Number of tickets to be purchased: _____

Requisition Number: _____ GL Number: _____

Names of Individuals Traveling and Relationship to University (Faculty, Staff or Student):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

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

International Travel Policy

All International Travel is to be booked through the University's travel agent. A Purchase Order for travel, which is required for all international travel, will *not* be approved and/or processed through Procurement Services unless a Purchase Order Requisition and a fully-completed "International Travel Form" are provided.

Prior to International Travel:

- Prior approval must be arranged with a Dean, Manager, or Department head
- If travel will be financed by a government grant, please contact the Controller's Office prior to making travel arrangements
- An International Travel Form (front side of this policy) must be completed and submitted
- International travel must be coordinated and arranged in conjunction with the University's travel agent, Sanditz Travel (413.241.7546)
- Once travel arrangements have been made through the travel agent, a Purchase Order Requisition must be completed, approved, and have a copy of the travel-agent supplied itinerary attached, then sent to Procurement Services

Other items to consider 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
- Enroll in the STEP Program (Smart Traveler Enrollment Program); this is a free service provided by the U.S. Government
- Option: obtain a purchasing card from Procurement Services
- Obtain Travelers checks
- Book lodging accommodations in advance
- Obtain the rate of currency exchange (which will give an indication of costs during your travel)
- Obtain SOS membership cards and other international travel insurance links by visiting the Finance and Administration's Travel website:
<https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS583577>
- 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 413.782.1542.