



UW-Stevens Point requires divisional Vice Chancellor approval for all international travel, with an exception for Study Abroad programs. To comply with this procedure, travelers who are planning to travel internationally must complete this form to receive approval to travel. Travelers should not incur expenses prior to the approval of this form. This documented approval should then be submitted as an attachment to the electronic Travel Authorization (TA) request and processed through the e-Reimbursement module. UWSP will follow [Department of State](#) travel advisory guidelines.

PLEASE TYPE INFORMATION IN THE FOLLOWING FIELDS. DO NOT USE HANDWRITING.

TRAVELER'S NAME:		SELECT ONE: <input type="checkbox"/> UNDERGRAD <input type="checkbox"/> GRAD <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> RA		
DEPARTMENT:		CONTACT NAME/EMAIL/PHONE:		
EVENT NAME/TITLE:		LOCATION DESTINATION: (City, State, Country, Venue)		
PURPOSE OF TRIP/EXPLANATION:				
DEPARTURE DATE:		RETURN DATE:	OTHER UW EMPLOYEES:	
ESTIMATED COST:		FUNDING LIMITED TO:		
Allocated	Fund	Department	Program	Project/Grant
Is this travel essential for you to perform your duties?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a conference presenter or panelist?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could the business be accomplished through other means (e.g. videoconference)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Could this trip be postponed or canceled?			<input type="checkbox"/> Yes	<input type="checkbox"/> No

AFTER COMPLETING THE TOP SECTION, PRINT OUT AND ROUTE FOR SIGNATURE APPROVAL

\_\_\_\_\_  
Signature of Traveler Print Name Date

I have reviewed this request and recommend that it be approved.

\_\_\_\_\_  
Signature of Manager/PI Print Name Date

\_\_\_\_\_  
Signature of Department Chair/Director/Supervisor Print Name Date

\_\_\_\_\_  
Signature of Divisional Vice Chancellor Print Name Date

**Keep a copy for your records. Attach this completed form to your electronic Travel Authorization.**