

# Faculty/Staff International Travel Request Form

I hereby warrant and represent that I have read and understood the [U.S. State Department Travel Advisory](#) regarding the risks of travel at this time in the country(ies) I will be visiting during my travel to the areas including those with dangers specific to U.S. citizens.

I also warrant and represent that I will continue to check the U.S. State Department's travel advisory to the country(ies) I will be travelling at least once a week from the time I submit this form until the date the travel requested is scheduled to start, and I will promptly notify (a) the Supervisor, Business Travel in the Division of Administration and Finance, and (b) the Provost's Office (if I am a faculty member) or my supervisor (if I am not a faculty member) of any changes to the travel advisory status of any country(ies) where I intend to travel.

I understand and agree that if I submit any inaccurate information on this form, or negligently fail to provide complete information approval for the travel may be revoked at any time by Towson University, and I will reimburse Towson University for any travel expenses it has incurred in connection with this travel request. Towson University may choose to refuse to fund travel to a destination due to concerns about safety. Faculty/staff may choose to travel without funding from the University, if any necessary leave time is approved, and if they choose to accept the risks.

## **Faculty/staff member who will be traveling internationally:**

\_\_\_\_\_

*Last Name*

\_\_\_\_\_

*First Name*

\_\_\_\_\_

*TU ID#*

\_\_\_\_\_

*Academic or Administrative Department*

\_\_\_\_\_

*Date Departing U.S.*

\_\_\_\_\_

*Date Returning to U.S.*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

## **Supervisor of the faculty/staff member who will be traveling internationally:**

I approve this travel request

I reject this travel request

\_\_\_\_\_

*Last Name*

\_\_\_\_\_

*First Name*

\_\_\_\_\_

*Academic or Administrative Department*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*