

Saint Louis University
VP Academic Affairs
International Travel Approval Form

1. Traveler's Name		2a. Division #	2b. Dept #	2c. School/College
3. Destination		4. Purpose		
5. Sponsoring organization (for conference)		6a. Presenting		6b. Officer or Director
		Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Dates of Travel		8a. Business days		8b. Personal days
Depart: _____ Return: _____				
9. Trip Cost Estimate		10. Sources of Funding		
Airfare: _____ Hotel: _____ Registration: _____ Meals: _____ Ground trans: _____ Other: _____ TOTAL: _____		Is trip budgeted in department? Yes <input type="checkbox"/> No <input type="checkbox"/> Part <input type="checkbox"/> If yes, complete item 11 for all accounts involved in paying any part of expense related to this trip. If no, or if part of expense is to be paid by another organization, complete item 12. If part, complete both items 11 and 12 as appropriate.		
11. Budget allocation		12. Non-University sources of funds		
Fund Number	Amount	Source	Amount	
Please attach supporting materials such as brochures describing meeting and agenda, letter of invitation for invited speaker etc. Also attach any requests for prepayment of tickets, hotel, registration or other expenses.				
13. International Travel Insurance: ONCE THIS TRIP IS APPROVED - Please visit the Risk Management website to complete the enrollment form and receive your insurance card. https://www.slu.edu/busfin/departments/risk-management-and-insurance/international-travel . Grad Students will purchase coverage from the SLU Marketplace: http://www.slu.edu/study-abroad-home/health-and-safety/international-health-insurance . Non full-time employees will contact International Services' Annie Cavedine 977-4081 to obtain coverage. Insurance is required for all travelers.				I understand my obligation to obtain insurance coverage _____ Travelers' Initials
14. Traveler Signature				Date
15. Approvals				
Assistant Vice President		Date	Business Manager	Date
		Date		Date

PLEASE NOTE: A "Trip Summary Report" is required after completion of the trip. It should include the highlights of the trip, its benefit to SLU, its benefit to the Traveler and what was accomplished by taking this trip. This summary should be uploaded in Concur as a receipt when submitting the trip's expense report, along with a copy of this request with all required signatures.