



Culverhouse

College of Commerce

International Travel Approval Form

This form must be completed and approved by the Department Head and Dean's Office PRIOR to making any international travel arrangements. The signed form must be attached in Concur when arrangements are made.

Before using federal contract or grant funds to travel internationally, prior approval must be obtained from the sponsoring agency. Please see *The University of Alabama Travel Policies* at accountspayable.ua.edu/travel-policy for additional details.

Travel Information and Planning

Name of Faculty of Staff Member: _____

Purpose(s) of International Travel: _____

Dates of planned travel: _____

City(s), Country(s) to be visited: _____

Mode of Travel: _____

Source(s) of funds: _____

Reimbursement Requested:

A. Airfare or Auto Mileage: \$ _____

B. Hotel: \$ _____

C. Registration Fee: \$ _____

D. Meals and other Expenses: \$ _____

Notes: _____

Course Coverage Approval (If applicable)

1. The absence will result in my not meeting the following regularly scheduled classes (include all dates and times) and other assigned responsibilities:

2. The following arrangements are planned for covering my classes and other duties:

Signatures

Applicant

Date

Department Head

Date

Dean

Date

Provost

Date