

# S A M P L E

## International Travel Request

Date: **[Month, Day, Year]**

To: Jennifer L. Brown, Provost and Vice President for Academic Affairs

Via: **[Deans Name, if applicable]**  
**[Title]**

From: **[Travelers Name]**  
**[Position]**

Subject: International Travel Request- **[Destination]**

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Attached please find my international travel request to attend the **[Conference name or meeting name]** in **[Location]**. I will be traveling to **[Destination]**, to **[Nature of Activities]** and the proposed travel dates are **[Dates traveler will be traveling on state business]**.

The estimated cost for this trip is **[Dollar amount]**, which will be funded by **[Indicate Funding Source]**.

According to the U.S Department of State Website,  
<http://travel.state.gov/content/passports/english/alertswarnings.html> there are currently no travel warnings.

In case of an emergency please contact **[Name, Email]**. (If no email address, please provide a phone Number)

**[If traveling during the academic semester, please indicate how traveler's classes will be covered].**

If you have any questions regarding my trip, please let me know.

Approved by: \_\_\_\_\_  
Jennifer L. Brown  
Provost and Vice President for Academic Affairs

Date: \_\_\_\_\_