

THE UNIVERSITY OF ALABAMA SYSTEM OFFICE
INTERNATIONAL TRAVEL REGISTRATION FORM

Refer to the UASInternationalTravel Guidelines on our website. The Guidelines provide important safety, emergency contact, insurance, and other information for those traveling internationally on UAS business. 7 K L V L Q I R U P D W L R Q P D \ E H X V H G W R D V V L V W X V L Q F R Q W D F W L Q J \ R X D Q G

(Attach a separate sheet if needed)

Name of Employee Traveling _____
Department/Division _____ Direct Supervisor _____
Dates of Travel From _____ to _____ Destination(s) _____

Where will you be staying during your travel?

Purpose of Reason for Travel

THE FOLLOWING INFORMATION MUST BE PROVIDED:

Emergency Contact(s) in the country that you will be visiting:

Name _____ Name _____
Mobile _____ Mobile _____
Landline _____ Landline _____

State-side Emergency Contact(s)

Name _____ Name _____
Mobile _____ Mobile _____
Landline _____ Landline _____

NOTE: IF YOU ARE TRAVELING TO AN AREA UNDER U.S. STATE DEPARTMENT TRAVEL WARNING, MONITOR THE SAFETY SITUATION CAREFULLY.

By submitting this form you are certifying this travel has been approved by your supervisor and the Chancellor in writing, per Board Rule 413. Please submit this form to / D X U H Q 0 R Q W J R R S H D Q 2 I & F P S Q R L D Q F H clicking Submit.