



ITEM	INDIVIDUAL TRAVELER	ON BEHALF OF FACULTY / STAFF	ON BEHALF OF STUDENT	FACULTY LEADING STUDENT GROUP
EMPLOYEE ID	✓	✓	✓	✓
SUMMARY OF THE REQUEST	✓	✓	✓	✓
ANY DEPARTMENT OR UNIT LEVEL APPROVALS OR BUDGET CHECKS	✓	✓	✓	✓
ITINERARY, INVITE LETTER, FLYER ETC	✓	✓	✓	✓
LIST OF STUDENT TRAVELERS			✓	✓
LIST OF ACCOMPANYING ADULT TRAVELERS (HU STAFF, FACULTY & NON-HU PERSONS)				✓
EMERGENCY CONTACT INFO FOR ALL TRAVELERS	✓	✓	✓	✓
NAME OF HOST ORGANIZATION	✓	✓	✓	✓
3RD PARTY VENDOR CONTRACTS, MOU, AGREEMENTS			✓	✓
LIABILITY RELEASE(S)	✓	✓	✓	✓
SCHEDULED PRE-DEPARTURE ORIENTATION FOR STUDENTS WITH BUNCHE CENTER			✓	✓
SCHEDULED PRE-DEPARTURE TRAINING FOR FACULTY, STAFF, CHAPERONES WITH BUNCHE CENTER				✓

Create International Travel Authorization

An **International Travel Authorization** is required to secure University approval and Spend Authorization for international travel for the groups outlined below.

University sponsored or related travel is defined as:

- Solo International travel wherein you are representing Howard University Abroad (ex: MOU Signing, conferences, site visits etc), or
- Travel organized by University faculty, staff member or group, leading students abroad regardless of funding sources or
- Individual or group student travel funded in part or in full by University funds, or
- Credit-bearing, or
- Sponsoring invited International Guests, or
- Conducting International Research.

The International Travel Authorization does not apply to and should not be used for students, faculty, and staff traveling internationally for personal reasons or on non-university trips.

From the **Create Request** application:

1. Select the **Request Types without Workday Objects** option.
2. Select: **International Travel Information Request Form**
3. If completing this form for yourself please enter your name.
4. **If completing this form on behalf of a faculty or staff member** please enter in their name and be prepared to upload the email or document giving you approval to submit this information on their behalf. All questions pertain to the person who is traveling.

Please include a general itinerary (and list of participating students with ID# if applicable)
(Required)

Please upload any relevant documents (invitation letter, flyer, etc...)

Drop files here

or

Select files

Has the Dean or the head of your business unit approved your travel, and has the available budget for this international trip?
(Required)

Yes

No

N/A

International Travel Information Request Form

International Travel Information Request Form

On Behalf Of

Describe the Request *

This Form must be completed by all University Employees embarking on or organizing University sponsored or related travel, defined as:

- Organized by University faculty, staff members, or groups leading students abroad regardless of funding sources or
- Funded in part of or in full by University funds, or
- Research related, or
- Representing Howard on site, or
- Affiliated in any way with a campus organization.

[Read the complete travel policy.](#)

STOP & DO NOT PROCEED if you are a student, faculty, or staff traveling internationally for personal reasons or on non-university trips.

5. If completing this form on behalf of a student traveler: enter your name into the "On Behalf Of" box. In the "Describe the Request" box, explain that you are submitting on behalf of "Student's Name". All further questions pertain to the person who is traveling.

6. Copy and paste the general itinerary into the box provided

7. Upload any information related to the proposed travel: for example, invitation letter, flyer, email etc.

8. If you have additional approval documentation required by your department, select "Yes" for the approval question and upload your paperwork.



Create International Travel Authorization

Please complete the following questions if you are leading a group of students abroad.

8. Copy and paste your list of travelers and their student ID # directly from your spreadsheet). If traveling solo, please select No or N/A.
9. Copy and paste your list of adult travelers (Howard, faculty, staff and any outside chaperones)
10. Event Participation forms are required of all travelers. If completing this request for yourself you are able to electronically sign further down in the form. If you are completing on behalf of faculty, staff or student, please upload their signed forms.

Will University students accompany you?
(Required)

- Yes
- No
- N/A

Will you be accompanied by any other University staff or faculty?
(Required)

- Yes
- No
- N/A

The following Event Participation Release pertains to the proposed participation by the undersigned in (if you are completing for yourself, please sign. If completing on behalf of a faculty or staff, please upload their signed form below):

Please upload the email acknowledgment from the Faculty or Staff member you are completing the form for AND the signed Event Participation Release.
(Required)

- Completing for self
- Completing on behalf of a faculty or staff

Upload the Event Participation Release on behalf of the faculty or staff.
(Required)

International Travel



Create International Travel Authorization

The following bank of questions are designed to capture the information of the international vendors you are working with or organizations that are hosting you and your travel.

- 11.** If applicable, identify any 3rd party vendors (CIEE, ISA, EF tours etc) that will host you or the traveler(s). If not, please select N/A.
- 12.** If applicable, please upload any contracts, MOUs or agreements that govern the hosts relationship with Howard University or your trip in particular, if applicable. If not, please select N/A
- 13.** If you are leading a group of students abroad as a part of a HU academic offering, please upload the course description or syllabus here. If not, please select N/A

Will another organization host you?
(Required)

Yes
 No
 N/A

Are any U.S.-based educational institutions, businesses, non-profits, or other entities that will participate in the activity or in any way affiliated with this trip?
(Required)

Yes
 No
 N/A

Is the international activity or trip related to an existing Memorandum of Understanding, agreement, or contract that the University has with a foreign institution, provider, or sponsor?
(Required)

Yes
 No
 N/A

Please complete the following question if conducting research abroad.

Will the activity involve clinical research and/or human subjects?
(Required)

- Yes
- No
- N/A

Please complete the following question if conducting research abroad.

Will the activity involve animal research?
(Required)

- Yes
- No
- N/A

Please complete the following question if conducting research abroad.

Will the activity involve hazardous materials or substances?
(Required)

- Yes
- No
- N/A

Please complete the questions pertaining to conducting Research abroad. If neither you, nor the person you are completing the form or any travelers are conducting research abroad, please select N/A for all research related questions.

Create International Travel Authorization

Howard University does not allow travel to State Department Level 4 countries. You will need to obtain special permission from the Provost prior to submitting this request. Please email to discuss. [Visit this website](#) to check the Level of your travel location.

14. Select the current State Department Level of your travel location. Please be advised, if the selected location changes to a Level 4, the traveler(s) may be required to cancel travel.

15. Any faculty leading or sponsoring student travel should share information on the location's visa requirements with all travelers. [Visit this website](#) to obtain visa information or the destination country's Embassy or Consulate website.

16. Emergency Contact information must be supplied for all travelers. If traveling solo, select N/A and when prompted below, enter in your emergency contact info. If completing on behalf of faculty, staff, or students, upload their emergency contact info now.

Have you or will you provide a pre-departure orientation to participants?
(Required)

- Yes
 No
 N/A

Have you participated in Faculty and staff training required for leading students abroad?
(Required)

- Yes
 No
 N/A

End of Authorization

19. If completing the form for yourself, sign the Event Participation Release. If completing on behalf of someone else, you would have uploaded their signed form earlier in the process, select "N/A" here.

Review, sign and submit. Once Submitted, this request will go through the approval process:

- Unit or Department Head for Authorization
- Provost for Approval
- President for Approval

Completed approval is then printed and uploaded to your Spend Authorization.

Please visit this link <https://travel.state.gov/TSGMac/> and indicate the current travel advisory level for the country or countries you are traveling to.
(Required)

Level 1: Exercise Normal Precautions
 Level 2: Exercise Increased Caution
 Level 3: Reconsider Travel
 Level 4: Do Not Travel
 Other

If travel involves destinations on the U.S. Department of State's Travel Alert or Warning lists (LEVEL 4), has permission been obtained yet from the Provost?
(Required)

Yes
 No
 N/A

Have you registered yourself, student, faculty, and staff participants with the U.S. Embassy or consulate in the host country via the U.S. Department of State's online system, Smart Traveler Enrollment Program (STEP)? Please use the link <https://step.state.gov/> for applicable host country visa regulations for entry.
(Required)

Yes
 No
 N/A

The Bunche Center for International Affairs host Pre-Departure sessions for Faculty, Staff and Students. These sessions are designed to ensure that all Howard International travelers are empowered with basic information, health, safety, and understand University expectations & resources available to them. Please select N/A if traveling solo.

17. Schedule a Pre-Departure session for your student travelers if applicable. If you are funding individual student travel, they are welcome to join regularly scheduled sessions. Email studyabroad@howard.edu to schedule a session.

18. Schedule a Pre-Departure training for you and your chaperones if applicable. Faculty & Staff should engage with this training at least every 3 years. Email studyabroad@howard.edu to schedule a session.

I, THE PARTICIPANT, HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW. (Print your name)
(Required)

I acknowledge that I completed this form on the behalf of a faculty, staff, or student.
 Yes
 No

List two Emergency Contact Information

- Full Name
- Email Address
- Primary Contact Number
- Relationship

(Required)

Stop and review! You have reached the end of the survey. Your application will be submitted once you hit submit. Double-check to ensure you have submitted the complete & correct versions of all your documents and information. Thank you!