

Approval of Student International Travel

New Mexico State University
Accounts Payable – Travel Office

The Approval of Student International Travel Form should be completed by students at least 20 DAYS PRIOR to date of non-personal international travel. The completed forms must be signed by the student traveler and supervising/sponsoring faculty member, and forwarded to International Programs at MSC 3567, Garcia Annex RM 246. Any questions, call (575) 646-7041. NO STUDENT MAY TRAVEL TO COUNTRIES UNDER A CURRENT TRAVEL WARNING. Contact International Programs for more information.

Student Traveler Information:

Name: _____ Banner ID: _____
DOB: ____/____/____ Citizenship: _____ Gender: - Male - Female
Contact Numbers (Cell/Home/Work): _____ / _____ / _____
Email: _____ Emergency Contact Name: _____
Emergency Contact Phone: _____ Emergency Contact Email: _____

Supervising/Sponsoring Faculty Information:

Name: _____ Department: _____ Prepared Date: _____
Contact Number: _____ Email: _____

Trip Information:

Starting Point: _____ Destination(s): _____
Departure Date and Time: _____ Return Date and Time: _____

A purpose for the non-personal international travel must be entered in the box below. The index, fund, account number and amount should be entered, even if the cost at this point is only an estimate.

Index (FOPAL)	Fund	Account	Amount (\$)

U.S Travel Warning:

Travelers must check the travel advisories available at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html. Advisories include Travel Alerts or Travel Warnings. Please attach a dated copy of the Travel Warning viewed.

_____ Traveler has attached dated copies of warnings issued by the U.S. Department of State. **No student may travel to countries under a current travel warning. Please contact International Programs (575) 646-7041, for more information.**

Campus Health Center:

It is recommended that students preparing to travel abroad make an appointment at the Campus Health Center to seek medical advice pertaining to the traveler's destination. Some vaccinations are a part of a series which require completion for full immunity. A six week travel lead time is recommended.

International Health Insurance:

All students that travel internationally as part of a university-sponsored activity must have international health insurance. The Office of Study Abroad will process the insurance and an email containing policy information an Insurance ID will be sent to the traveler. Please mark appropriate box for payment of insurance.

- Bill to student - Bill to Index # above

Signature:

Student Traveler Name (Please Print)

Student Traveler Signature Date

Supervisor/ Sponsor Name (Please Print)

Supervisor/Sponsor Signature Date

The Approval of Student International Travel Form should be completed by students at least 20 days prior to date of non-personal international travel. The completed forms must be signed by the student traveler and supervising/sponsoring faculty member, and forwarded to International Programs at MSC 3567, Garcia Annex RM 246. Any questions, call (575) 646-7041. NO STUDENT MAY TRAVEL TO COUNTRIES UNDER A CURRENT TRAVEL WARNING. Contact International Programs for more information.

FOR STUDY ABROAD OFFICE USE ONLY:

Notification Received Date: ____/____/____ Received By: _____

Waiver Needed (Y/N)? _____ Waiver Signed (Y/N)? _____ Date: ____/____/____

Insurance Needed (Y/N)? _____ Insurance Issued (Y/N)? _____ Type: _____

Date Returned to Traveler: ____/____/____ Input DB: _____ Ins Billed: _____

FOR RISK MANAGEMENT OFFICE USE ONLY:

Notification Received Date: ____/____/____ Received By: _____

Auto Insurance Issued (Y/N)? _____ Kidnap and Ransom Coverage Issued (Y/N)? _____

Date Returned to the Office of Study Abroad: ____/____/____