



REQUEST FOR TRAVEL APPROVAL TO HIGH-RISK COUNTRY

Date: _____
To: Enterprise Risk Management
From: _____ Department: _____
Subject: Request for Travel to High-Risk Country*

Traveler Name(s) _____
Travel Destination(s) [city, country] _____
Airport(s) traveling into and departing from _____
Departure Date from U.S. (mm/dd/yy) _____ Return Date to U.S. (mm/dd/yy) _____

The following additional information is provided for travel to the high-risk country listed above. I have attached separate sheets as needed.

1. Personal security, health, and safety will be mitigated by the traveler(s) in the following way:
(i.e. medical inoculations are current; I speak the local language and am familiar with local customs; I will travel with a body-guard; I will only travel with my host/driver; I will ensure that personal belongings are secured, etc.)

2. The traveler’s contacts’ names, addresses and phone numbers at foreign destination(s) are:

3. A brief description of the purpose of the travel and the name of the individuals, groups, and/or institutions to be visited are provided:

4. Other relevant information:

The department requests Enterprise Risk Management approval for travel as described above. I understand that this information will be forwarded to the Provost or Vice-President, President and Chancellor’s Office as appropriate.

College Dean or Associate Vice President Signature

Date

Print Name and Title