



**Provost and Academic Enterprise
international travel form**

ASU faculty and Academic Enterprise staff travelers must complete this form and send it to their dean for approval. The dean will request provost approval via email to provost@asu.edu. Once the form is approved, the traveler will complete a trip request in Concur and attach this document with the appropriate signatures.

Exception: ASU faculty and Academic Enterprise staff traveling abroad with one or more ASU students should not use this form. Instead use the [Student International Travel Registration System](#) to secure necessary approvals.

Traveler's name:	
Traveler's phone number: provide a phone that works in-country.	
In-country partner contact information: if applicable, name and phone number	
Travel destination: country and cities/towns visiting	
Travel dates:	
Transportation modes used in country:	
Lodging information:	
Travel funding source:	

Trip justification and why travel is essential:

Provide high level safety guidelines you will follow during travel, when at your destination, and upon returning to campus:

Next steps

If your trip is approved:

1. [Submit a trip request](#) in My ASU TRIP/Concur.
2. Attach the travel information form approval to your trip request in My ASU TRIP/Concur.
3. Print a copy of the [International Travel Card](#) or capture the image on your in-country cell phone. In the event of an emergency, call the 24/7 number for assistance. The state of AZ provides international travel insurance.
4. Register with the federal Smart Traveler Enrollment Program. <https://step.state.gov/step/>.
5. If taking ASU electronic equipment, please see <https://getprotected.asu.edu/best-practices/mobile>. There is additional information for personal devices.

Official use only			
Dean	Approved	Denied	Dean signature
Office of the Provost	Approved	Denied	Office of the Provost designee signature