

REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL

Name _____

9 Months

Request ID _____

12 Months

Advance Requested _____

EBTA Amount _____

If an advance is received and remains outstanding 30 days after the date ending travel, the traveler’s request submission authorizes the withholding of that amount from any compensation due.

To be eligible for reimbursement of expenses incurred in travel outside of the continental United States as provided in 25-3-41 Mississippi Code of 1972, as amended, this REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL must be approved by the President of the University prior to travel. There must be a separate form for each person seeking such approval. This form should be attached to the traveler’s Request for travel in Concur, and the Request must be submitted to the International Institute and the President’s Office.

INTERNATIONAL TRAVEL SECURITY

As international security conditions can change very rapidly and drastically, the traveler has the responsibility of viewing any travel advisory or warning updates that may be posted on the U.S. Department of State travel website from the time of this form submission to the date of his/her actual travel. He/she is required to review the travel advisory at http://travel.state.gov/content/passports/en/alertswarnings.html.

If the country or region of travel shown at http://travel.state.gov/content/passports/en/alertswarnings.html is a Level 3 travel advisory, an “Assumption of Risk and Release Form” is required. Please attach this form to the Request in Concur. Travel to Level 4 regions is not allowed unless that rating is based solely on the COVID-19 pandemic.

Enter the current Travel Advisory Level for all countries and regions of travel (Level 1, 2, or 3). (Example: Mexico – Level 2, Coahula state – Level 3; or Italy – all locations Level 2). Provide as much detail about regions of travel as possible.

Countries/Cities: _____

I have checked the website above and certify that there are no travel advisories above a level 2 in the cities or regions associated with this trip. By signing below, I hereby indicate my belief that the travel will be extremely beneficial to the institution, and I approve the expenditure.

Traveler’s Signature

Date

OR

I have checked the website above and acknowledge that I am traveling to a country or region for which there is a travel advisory above a level 2. I have signed and attached an “Assumption of Risk and Release Form.” By signing below, I hereby indicate by belief that the travel will be extremely beneficial to the institution, and I approve the expenditure.

Traveler’s Signature

Date

Safety and Security tips on page 2

To ensure the safety and security of traveling MSU personnel, please take the time to do the following:

1. Enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP). STEP provides travel advisories on safety conditions as well as provides traveler trip information to the nearest U.S. Embassy or Consulate, allowing the U.S. Embassy or Consulate to assist in the event of an emergency.
2. Leave a copy of your travel itinerary with contact names and numbers with your designated departmental travel manager.
3. Ensure your medical insurance provides coverage for overseas benefits (i.e. medical evacuation, repatriation of remains). Additional travel insurance may be purchased if supplemental benefits are desired. The purchase of additional insurance is not an MSU reimbursable expense.
4. Faculty and staff traveling with a University laptop or other device should contact ORED/FSO at 325-8682 regarding data encryption or participation in the Laptop Loan Program, providing clean laptops for travel.
5. To mitigate risk when traveling, keep a low profile, and avoid attracting attention to yourself. Be alert and aware of your surroundings. Take the time to learn about the country/countries or region/regions to be visited and what is or is not allowed culturally and legally.