

**REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL**  
**(International travel form for non-study abroad students)**

Name \_\_\_\_\_  
Request ID \_\_\_\_\_  
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**

## **1. Independent Activity**

Although Mississippi State University ("University") is coordinating this trip, I understand that neither the University nor any of its employees, agents, representatives or travel arrangers will be supervising me at all times. I will have the opportunity and the right to independently leave the group periodically, subject to the University trip leader's requirements for participation in activities that are a required part of the Trip. Therefore, I will be responsible for my own safety at all times and cannot hold the University liable for any injuries to my person or property or any other losses as a result of my participation in the Trip.

## **2. Institutional Arrangements**

I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of any transportation carrier, hotel, tour organizer or other provider of goods or services involved in the Trip. I hereby release the University from any injury, loss, damage, accident, delay or expense arising out of any matters arranged or controlled in part or in full by another party.

## **3. Standards of Conduct**

A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and other behavior. I recognize that behavior which violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the Trip.

B. I understand that while participating in this Trip, I am still a student of Mississippi State University and remain bound by any and all policies relating to my behavior and conduct. I will comply with all rules and regulations issued by the University, the University trip leader or any coordinating institution. I understand that it is within the trip leader's discretion to determine that my violation of such rules and regulations warrants my termination from the Trip. In that event, I may be sent home at my own expense. I agree that the University has the right to enforce its rules and regulations, in its sole judgment, and that it will impose sanctions, up to and including expulsion, as dictated by University policy, for violating these rules and regulations or for any behavior detrimental to or incompatible with the interests, harmony and welfare of the University, the Trip or other participants. I recognize that due to the circumstances of foreign study or research Trips, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University do not apply. I also agree that I will (a) not buy, sell or use drugs at any time, (b) not engage in abusive use of alcohol, (c) participate in all classes and scheduled activities unless ill, and (d) abide by dress and cultural codes suitable in the countries visited.

## **4. Trip Changes**

The University may, in its sole discretion, determine that circumstances within a foreign country require the cancellation of the Trip at any time, including once it has begun. If the University makes that decision, it will provide me with as much advance notice as possible of its intention. I understand that an international institution or the foreign government may also prematurely terminate the Trip at their discretion.

I understand that the University's fees and Trip charges are based on current fares, lodging rates, and travel costs, which are subject to change at any time. I may be responsible for those costs accrued through Trip changes or by my own actions. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become detached from the Trip group, fail to meet a departure bus, airplane or train, or become sick or injured, I may be required at my own expense to seek out, contact and reach the Trip group at its next available destination.

If I decide to leave the Trip before completing the Trip, I will provide the University with advance written notice of my intention to leave the Trip. If I leave the Trip prior to its completion, the University has no liability to provide or arrange for transportation, housing, dining or other services for me in connection with my early departure.

The University bears no liability for any losses or claims incurred by me in connection with my own early termination from the Trip or the University's termination of the Trip. If I decide to remain in the foreign country after receiving notice of the University's intent to terminate the Trip, I bear complete responsibility and liability for my own care and safety.

## **5. Health and Safety**

A. I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this Trip.

B. The University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I hereby authorize the University and/or MSU trip leader to procure all necessary medical assistance while I participate in this Trip and to authorize medical personnel to do all things reasonably necessary to treat any injury or illness which occurs during my participation in the Trip. I agree to pay all expenses relating thereto and release the University from any liability for any actions taken or not taken.

6. KNOWING THE RISKS DESCRIBED ABOVE, AND IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE TRIP, I AGREE ON BEHALF OF MYSELF, MY FAMILY, HEIRS AND PERSONAL REPRESENTATIVES TO ASSUME ALL THE RISKS AND RESPONSIBILITIES SURROUNDING MY PARTICIPATION IN THE TRIP. I, FOR MYSELF AND MY HEIRS AND SUCCESSORS AND ASSIGNS, AGREE TO RELEASE, INDEMNIFY AND HOLD HARMLESS MISSISSIPPI STATE UNIVERSITY, ITS PAST AND PRESENT TRUSTEES, OFFICERS, EMPLOYEES, AGENTS AND THE HEIRS, SUCCESSORS AND ASSIGNS OF EACH FROM ANY AND ALL LOSS, COST, DAMAGE, LIABILITY OR EXPENSE (INCLUDING ATTORNEY'S FEES) RESULTING IN OR ARISING FROM MY PARTICIPATION IN THE TRIP (INCLUDING PERIODS IN TRANSIT TO OR FROM ANY COUNTRY WHERE THE TRIP IS BEING CONDUCTED).

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Traveler's Signature

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Date

**\*\*Safety and Security tips on page 4\*\***

**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.