**International Travel Approval Form**

Please complete with as much detail as possible and e-mail to Lonni Kucik ([lkucik@purdue.edu](mailto:lkucik@purdue.edu)) for processing and approval.  
U.S. travelers may skip yellowed fields below.

|  |  |
| --- | --- |
| Name of Traveler |  |
| Position/Title |  |
| Traveler e-mail |  |
| Travel dates |  |
| Destination(s) |  |
| Purpose of trip |  |
| Point of Contact(s):  Name, title, agency, e-mail for government office/university visits |  |
| Estimated travel costs each  traveler | Transportation:  Lodging:  Per Diem:  Other:  Total: |
| Office phone number |  |
| Visa Applied for/Received |  |
| Country of birth |  |
| Country of passport |  |
| Passport number |  |
| Air carriers and flight numbers |  |
| Departure city |  |
| Departure date and time |  |
| Arrival City |  |
| Arrival date and time |  |
| Name of hotels where staying |  |
| Provinces being visited |  |
| Tentative date of Mission meeting |  |

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Betty Bugusu, Project Director

Approval #: \_\_\_\_\_\_\_\_\_\_\_\_