



**Supplemental travel information form  
REQUIRED FOR INTERNATIONAL TRAVEL**

This form is used to expedite Dean and Risk Management review of high-risk travel locations.

Exception: ASU faculty and 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.

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

Provide high-level safety guidelines you will follow during travel while at your destination and upon return to campus:

I acknowledge that all travel expenses (airfare, lodging, car rentals) must be booked in Concur after receiving required approvals. Exceptions should be reviewed with business staff and may not be reimbursed.

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Traveler Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Chair or Director Approval:</b>	
<b>Dean Approval:</b>	

When fully approved, submit a trip request in My ASU TRIP/Concur. **This approved form must be attached to trip request.** Your trip request must be fully approved in Concur before anything can be booked. This means unit/dean/travel/risk management. If you have not received notification of request approval, you are not approved to book.

- Current [ASU Travel Guidance](#). Information changes frequently; it is important to review prior to your trip request.
- The College [travel policies and information](#), [ASU Travel Policy](#), and [additional traveler resources](#).
- Airfare requires cost estimate at time of request. If your trip includes personal travel, you must include a cost comparison showing the airfare for the business days vs. the extended airfare. A cost comparison is also required for round trip vs. one-way (if switching airports, already traveling, etc.).
- Lodging requires cost estimate at time of request. International lodging and per diem rates by location are [here](#). If your lodging will exceed this rate, you must provide additional justification as to why that lodging is necessary. Daily meal per diem is reimbursed at 75% on travel days and 100% on business days. Provided meals must be excluded from the reimbursement.

\*Attach additional documentation if needed.



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**Next steps**

1. [Submit a trip request](#) in My ASU TRIP/Concur.
2. Attach this form 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 visit <https://getprotected.asu.edu>. There is additional information for personal devices.