This form is required for all international travel using WFU funds (including grants, scholarships, etc.)

- All fields on this form are MANDATORY for the purposes of registering your travel with the WFU/Red24 Travel Tracker System.
- This form should be completed as soon as possible prior to traveling so that we have sufficient time to register your travel and purchase the international health insurance.
- Once signatures have been obtained, submit this form to the Center for Global Programs & Studies (GPS) in 116 Reynolda Hall.
- The international health insurance (GeoBlue or iNext) application should accompany this form.
- The Faculty & Staff Assumption of Risk & Release form should also accompany this form.

I understand by signing this form that Wake Forest University reserves the right to deny funds for travel outside the United States at any time prior to departure. In the event funding is approved, I understand and acknowledge that this trip is taken on my own initiative. I further understand and acknowledge that I accept full responsibility for all risks, both known and unknown to me, which may be associated with my travel and that WFU makes no representation of any kind concerning the risks presented by my travel plans. In addition, I understand that I may be required to attend a security briefing prior to my departure.

1. Signature of Traveler: ________________________________ Date: __________________

2. FOR FACULTY: Signature of Dept. Chair or Dean: ________________________________ Date: __________________

3. FOR STAFF: Signature of Dept. or Unit Head: ________________________________ Date: __________________
   All signatures above must be obtained & all forms complete before GPS may sign for final approval.

4. Signature of GPS: ________________________________ Date: __________________

Name (first, middle, last): ________________________________

Unit (circle one): College Business Graduate Law Div Other (indicate): ________________

Affiliation (circle one): Faculty Staff Other (indicate): ________________________________

WFU ID: ________________________________ Department: ________________________________

Cell phone: ________________________________ E-mail: ________________________________

(If you don’t have a cell phone, please provide an alternate phone number for emergency contact while abroad)

Traveler Home City, State or Province: ________________________________

Purpose of Travel (Ex. Independent Research, Conference, Scholarship Recipient, Professional Development):

____________________________________________________________________________

____________________________________________________________________________

Dates of Actual Travel: ________________________________

Departure Location from US (airport & city*): ________________________________

Airline and Flight Number: ________________________________
First International Location Information
First Destination (City & Country): 
Dates in First Destination: 

First Hotel/Accommodation Information While Abroad
Hotel/Accommodation in First Destination (Name, address and phone number): 

Departure from First Destination (airport & city*): 
Airline and Flight Number: 

Second International Location Information
Second Destination (City & Country): 
Dates in Second Destination: 

Second Hotel/Accommodation Information While Abroad
Hotel/Accommodation in Second Destination (Name, address and phone number): 

Departure from Second Destination (airport & city*): 
Airline and Flight Number: 

(For additional destinations, attach details on a separate sheet)
*If departing from other than an airport, please describe here 

INFORMATION ON RETURN TO THE UNITED STATES
Date of Departure: 
Airport & city of departure: 
Airline and Flight Number: 

Domestic Emergency Contact Information
Name: 
Relationship to you: 
Daytime Phone: 
Evening Phone: 
Address: 
E-mail: 
Additional overseas contact if available (name, address, phone, fax): 

Return completed forms to: 
Center for Global Programs & Studies | 116 Reynolda Hall | PO Box 7385 | Winston-Salem, NC 27109 
Tel: 336.758.5994 Email: gps@wfu.edu 
Contact GPS for all forms and applications or visit http://global.wfu.edu/global-abroad/international-travel-forms/