

**THE UNIVERSITY OF ALABAMA SYSTEM OFFICE  
INTERNATIONAL TRAVEL REGISTRATION FORM**

Refer to the UAS International Travel Guidelines on our website. The Guidelines provide important safety, emergency contact, insurance, and other information for those traveling internationally on UAS business. This information may be used to assist us in contacting you and/or your designated contact in the event of an emergency.

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**(Attach a separate sheet if needed)**

Name of Employee Traveling \_\_\_\_\_

Department/Division \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Dates of Travel From \_\_\_\_\_ to \_\_\_\_\_ Destination(s) \_\_\_\_\_

Where will you be staying during your travel?

Purpose of/Reason for Travel

**THE FOLLOWING INFORMATION MUST BE PROVIDED:**

Emergency Contact(s) in the country that you will be visiting:

Name \_\_\_\_\_

Name \_\_\_\_\_

Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

Landline \_\_\_\_\_

Landline \_\_\_\_\_

State-side Emergency Contact(s)

Name \_\_\_\_\_

Name \_\_\_\_\_

Mobile \_\_\_\_\_

Mobile \_\_\_\_\_

Landline \_\_\_\_\_

Landline \_\_\_\_\_

**NOTE: IF YOU ARE TRAVELING TO AN AREA UNDER U.S. STATE DEPARTMENT TRAVEL WARNING, MONITOR THE SAFETY SITUATION CAREFULLY.**

By submitting this form you are certifying this travel has been approved by your supervisor and the Chancellor, in writing, per Board Rule 413. Please submit this form to Lauren Montgomery, Office for Risk and Compliance, by clicking Submit.