

**Western New England University  
INTERNATIONAL TRAVEL FORM**

**The purpose of this form is to ensure that necessary information is provided to our insurance company for international travel.**

**Complete and send electronically to: Director of Accounts Payable, Controller, and Operations Manager for Finance and Administration. Please submit the International Travel Form PRIOR to the departure date.**

NOTE: No requisition for international travel will be processed without this form being completed.

Foreign Travel Destination(s): \_\_\_\_\_

Department(s): \_\_\_\_\_ Program Director: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Airline: \_\_\_\_\_ Number of tickets to be purchased: \_\_\_\_\_

GL Number: \_\_\_\_\_

**Names of Individuals Traveling and Relationship to University (Faculty, Staff or Student):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Note: If you have additional names, please attach a list.

## Western New England University's International Travel Policy

All Group International Travel is to be booked through the University's travel agent. A fully-completed "International Travel Form" (front side of this policy) and itinerary provided by travel agent (if applicable) are provided to the Director of Accounts Payable, Controller, and Operations Manager for Finance and Administration prior to trip departure.

Prior to International Travel:

- Prior budget approval must be arranged with a Dean, Manager, or Department head, (and Budget Department for study aboard program).
- If travel will be financed by a government grant, please contact the Controller's Office prior to making travel arrangements.
- An International Travel Form (front side of this policy) must be completed and submitted.
- Group International travel must be coordinated and arranged in conjunction with the University's travel agency, Sanditz Travel. Contact the group manager, Tracey Bassos at (860) 344-7047, [tbassos@sanditz.com](mailto:tbassos@sanditz.com) or call the main line at (877)-672-6348. As applicable, once travel arrangements have been made, send a copy of the travel-agent supplied itinerary to Accounts Payable at [procurement@wne.edu](mailto:procurement@wne.edu).

Other items to consider for international travel:

- Valid passports for all travelers are in place
- Verify necessary updates on vaccinations to the country one is traveling
- Review State Department advisories for the country or countries you are traveling to <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- Enroll in the STEP Program (Smart Traveler Enrollment Program); this is a free service provided by the U.S. Government <https://step.state.gov/step/>
- Option: obtain a purchasing card (P-card) from Procurement Services
- Notify personal credit card(s) and, as applicable, P-card companies that you will be traveling to another country and the duration of your trip
- Obtain Travelers checks
- Book lodging accommodations in advance
- Obtain the rate of currency exchange (which will give an indication of costs during your travel)
- Obtain international insurance membership cards and other international travel insurance documents by visiting the Finance and Administration's International Travel Insurance website: <https://wne.edu/finance-and-administration/insurance>.
- Obtain necessary waivers, releases, and medical treatment authorizations for those that are traveling and are students or non-university employees that may be accompanying faculty, staff, or administration on University sponsored travel. Releases, waivers, and medical treatment authorizations may be obtained by calling the Finance and Administration Operations Manager at 413-782-1219.