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**TRAVEL JUSTIFICATION FORM FOR EMPLOYEE
TO A COUNTRY THAT HAS A DEPARTMENT OF STATE
WARNING OR ALERT ADVISORY**

Name of Employee: _____

Z Number: _____

Employee's Title: _____

Department: _____

Anticipated Trip Date: _____

Destination City and Country: _____

Specific Purpose: _____

Describe the essential nature of the travel request and how this trip will provide educational, humanitarian or business benefits to the destination country or the University. State the specific reason(s) why these benefits cannot be achieved or accomplished in or at a location not subject to a travel warning or alert.

Forward completed form to the Director of Global Engagement, jy.zhou@stockton.edu