

International Traveler Checklist

Name: _____ Z#: _____

For University participants only

Department: _____

- Dean/Director Permission to Travel
- Verified *International Travel Verification Form*
- Completed *Emergency Treatment Contact and Permission Form*
- Copy of Passport face page (*optional, but highly recommended*)
- Signed *Heightened Risk Waiver (if applicable)*
- Completed *Justification Form (if applicable)*
- Traveler Letter* from OGE approving the travel
- ARTV form and Approval of Attendance Form, if applicable
- Itinerary – Airline information
- Itinerary – Hotel Information
- Any additional backup such as conference information, or other relevant material

Note: Emergency Treatment Contact and Permission Form, and Copy of Passport face page are on file with Office of Risk Management

As the Traveler, or the Budget Unit Clerk for the above stated Department/School, I have reviewed the attached file and verify that all documents are true and complete in accordance with the procedures, including the budget calculations and per diem rates for reimbursement.

Signed

Dated