



## International Travel – Required Additional Detail:

Purpose of trip (Detailed description of traveler's participation and involvement in their travel including how they are participating, i.e. presentation or sessions moderated):

Benefit of trip (What will be the benefits accruing to the department, CAHNRS, and WSU from this trip/meeting?):

Additional justification or information for foreign travel:

Please disclose any personal leave to be included in your travel dates. (Please reference UPPM 95.17):

If you are traveling during the academic year, how will your teaching responsibilities be covered?

Traveler's Name Printed: \_\_\_\_\_

Manager's Name Printed: \_\_\_\_\_

Manager's Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_