

INTERNATIONAL TRAVEL AUTHORIZATION REQUEST

Instructions: International Travel must be pre-approved by the appropriate approving authority (president or designee) prior to any travel through the Workday spend authorization process. Travel rules and regulations are established in accordance with the Board of Regents, State of Nevada and Federal Government rules, regulations, policies and best business practices. ([See TMCC International Travel Policy, 1402.](#)) **This form MUST be attached to any international travel spend authorizations.**

TRAVELER TRIP INFORMATION

Employee Name	Department
Department Contact	Department Contact Phone
Emergency Contact	Emergency Contact Phone
Passport Number	Passport Expiration Date
Destination (include city and country). Itinerary should be included in Workday Spend Authorization.	

SAFETY AND RISK ASSESSMENT

Do any of your specific destinations have a Department of State travel advisory level of 3 or 4?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For current travel advisory levels, visit the U.S. Department of State Travel Advisory website and search your destination(s). <i>If yes, STOP filling out this form as you will need additional Executive Authorization to travel, including a Risk Assessment.</i>	

EXPORT CONTROLS AND ECONOMIC SANCTIONS

List all NSHE-owned or College-owned equipment, material, and/or technology that you will be taking or shipping.	
Is a foreign sponsor paying for any portion of this trip, or reimbursing you for any travel expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, who is the sponsor?	
Is travel being paid for with Federal funds? <i>If yes, travel must comply with the Fly America Act (49 U.S.C. 40118).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No