Walla Walla University International Travel

Guide to help determine if travel is University-Sponsored or Personal

Please answer the following:

___Yes ___No The trip is arranged on behalf of a University organization or advertised through the University, including but not limited to student organizations, religious groups, sport clubs, intercollegiate athletic teams, civic engagement organizations, residence halls, academic or administrative departments.

___Yes ___No The traveler will earn academic credit, participate in continuing education or a sabbatical related to employment at the University.

___Yes ___No The traveler was invited or is attending as a representative, because the traveler is a student or employee of the University.

___Yes ___No The University contributes funds, money is disbursed through a University account, or employee reports expenses as tax-deductible.

If the answer to one or more of the above questions is “yes”, the travel is considered University-sponsored. If not, it is personal travel.

____  This is University-sponsored travel. You’ll need to complete the International Travel Request Application.

____  This is personal travel. See Risk & Safety Management to complete the Short-term Travel Insurance Application.

Comments __________________________________________________________________________

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Traveler _________________________ Date _________________________

Print Name _______________________

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