Walla Walla University International Travel

Confirmation of University-Related or Personal Travel

What Constitutes University Sponsorship?

Please answer the following (check one):

___Yes ___No  The trip is organized 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  A University account contributes funds, held money is disbursed through a University account, or employee reports as a tax-deductible expense.

___Yes ___No  The traveler will earn academic credit or 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.

If the answer to one or more of the above questions is “yes”, the trip is considered University-sponsored.

___Yes ___No  This is personal travel.

Comments ___________________________________________________________  
____________________________________________________________________  
____________________________________________________________________

Traveler __________________________ Date __________________________

Print Name __________________________

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