

INTERNATIONAL TRAVEL REGISTRATION FORM

*(University-Supported, **Individual Travel**)*

All students, faculty and staff traveling abroad on university-supported, non-academic travel must register their trip with the McGlothlin Center for Global Education and Engagement. All students will be automatically enrolled and billed for RU's International Health Insurance Plan. Faculty and staff may opt to purchase into the plan.

In addition to completing this form, please submit the following paperwork:

1. Copy of passport
2. Copy of itinerary

Purpose of Trip: Community Service Conference Training Athletic Sabbatical
 Other: _____

Name of Event: _____

City and Country of Event: _____

Dates of Event: _____

Traveler is: Student Faculty Staff

Name: _____

Department (faculty/staff only): _____

E-mail: _____

Cell Phone: _____

Name of Lodging Where You Will Be Staying: _____

Address of Lodging Where You Will Be Staying: _____

Phone of Lodging Where You Will Be Staying: _____

Please submit completed form and supporting documentation to:

Sara Coulson

Education Abroad Coordinator

McGlothlin Center for Global Education and Engagement

scoulson4@radford.edu