



# Temple University

## COVID-19 International Approval Form for Travel during AY21-22

Due to COVID-19, all Temple University Faculty and Staff planning any international travel are required to submit an itinerary for review and approval. As part of that review, faculty and staff must include approval from their Chair or Unit Head, as well as the Dean/Dean's Designee or Division Head.

Traveler Information	
Traveler Name:	Traveler's Email:
Department:	Traveler's Phone:

Requested Destination: \_\_\_\_\_

Requested Departure Date: \_\_\_\_\_

Requested Return Date: \_\_\_\_\_

### Purpose of travel

### Estimated Travel Costs

**Airfare** \$ \_\_\_\_\_  
**Car Rental** \$ \_\_\_\_\_  
**Hotel (14 Days)** \$ \_\_\_\_\_  
**Transportation or Car Rental** \$ \_\_\_\_\_  
**Meals** \$ \_\_\_\_\_  
**Other** \$ \_\_\_\_\_  
  
**Total** \$ \_\_\_\_\_

**If Applicable:** Estimated Quarantine Costs (Pre/Post Trip) -For example 14 days of Hotel and Meal costs

**Hotel (14 Days)** \$ \_\_\_\_\_  
**Transportation** \$ \_\_\_\_\_  
**Meals** \$ \_\_\_\_\_  
**Other** \$ \_\_\_\_\_  
  
**Total** \$ \_\_\_\_\_

Traveler's Name:

Traveler's Signature:

Date:

Chair/Unit Head's Name:

Chair/Unit Head's Signature:

Date:

Dean/Division Head's Name:

Dean/Division Head's Signature:

Date:

**\*\*Once Dean/Division Head authorization is obtained, please upload this form with your [request for an itinerary review](#).**