

ORU International Travel Form for Staff & Faculty

**Please submit this form to Risk Management three weeks
prior to the trip's proposed departure date.**

This form is to be used for faculty and staff on trips that DO NOT include students. For trips involving students please contact the Missions or Spiritual Formation departments.

- Dates of Trip: From_____ To_____
- Please list all countries will you travel to or through?
- Will a rental car be required? Yes No
If yes, in which country(ies) will you be renting a car?
- Who else will be joining you on this trip? (*The [Foreign Travel Fee](#) is required for all non ORU employees.*)

Signature: _____

Date:_____

Print Name: _____