

TRAVEL SCHEDULE

Name: _____
Home Address: _____
Home Phone No.: _____ International Travel: _____

When traveling abroad on university business, have you registered your trip with the Travel Registry? [Cornell's Travel Registry](#) ___ Yes ___ No

Have you downloaded the UnitedHealthcare Global ID card (formerly MEDEX Global Solutions ID Card)? ___ Yes ___ No [UnitedHealthcare Global Intelligence Center](#)

[More information](#)

I **have made** travel arrangements as follows:

TO LEAVE FROM: _____
DATE AND HOUR OF DEPARTURE: _____
EXPECTED DATE AND HOUR OF RETURN: _____
DESTINATION (CITY, STATE, COUNTRY): _____
TRAVELING BY (CAR, PLANE, TRAIN, BUS or BOAT): _____
BUSINESS PURPOSE:

IN AN EMERGENCY, I CAN BE REACHED AT: _____
EXPENSES WILL BE CHARGED TO: _____
TOTAL ESTIMATED COST OF TRIP (if charged to a Department account): _____ \$

You must file a U.S. Fish and Wildlife Service "Declaration for Importation" Form 3-177 [fill out this form](#) if you import any fish or wildlife. Importation of plant materials requires a prior permit from the U.S. Department of Agriculture.

Signed: _____ Date: _____

Approved: _____
(Department Chairperson or Designee)

To guarantee University insurance coverage, a completed copy of this form must be on file in the Chair's office prior to leaving campus on university-related business.