



## FOREIGN TRAVEL REQUEST

\_\_\_\_\_ Insurance Quote    \_\_\_\_\_ Bound Insurance

Date of Request \_\_\_\_\_ Department/Project \_\_\_\_\_

Requestor Name (Department Chair or Project Director) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

RACA Project Administrator's Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Travelers' Name**

(1) \_\_\_\_\_  Faculty  Staff  Student  Other \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

(2) \_\_\_\_\_  Faculty  Staff  Student  Other \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

(3) \_\_\_\_\_  Faculty  Staff  Student  Other \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Destination \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Departure date not determined. Seeking quote for budget purposes only.

Purpose of Trip \_\_\_\_\_ Conference \_\_\_\_\_ Research \_\_\_\_\_ Other \_\_\_\_\_

Funding Source:  UFSS Account     UEI Account

**Traveler's personal contact information**

(1) How can we contact you while in the foreign country? E-Mail \_\_\_\_\_ Cell # \_\_\_\_\_

(2) Where will you be staying while in the foreign country?

Hotel Name \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Other (Sponsor/Host Name) \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

(3) How will you commute while in the foreign country? \_\_\_\_\_

**Primary contact here in the United States**

(1) Name \_\_\_\_\_ Phone # \_\_\_\_\_

(2) E-mail \_\_\_\_\_ Cell # \_\_\_\_\_

FAX to UEI Human Resources  
 (916) 278-4787

<b>Human Resources Use Only</b>	
Quote (Actual) _____	Amount \$ _____
Quote (Provisional) _____	Amount \$ _____
Ins. Type	
WC \$ _____	G/L \$ _____
AD&D \$ _____	Other \$ _____
<b>Total Premium</b> _____	
RM Review _____	Date _____
Comments _____	
File Location _____	HR Signature _____