

Pepperdine University International Travel Notification Form

If you are planning to travel internationally

- (1) on University business,
- (2) with University affiliation,
- (3) as part of a University-sponsored activity,
- (4) with University funds, or
- (5) with donor or grant funds secured through the University,

please provide the basic information requested below.

This information serves two purposes: (1) it aids the University in knowing where to deploy assistance resources in the event of an emergency, and (2) it initiates an international travel risk assessment and conversation with you about travel best practices, if needed. The information on this form must be submitted in order to obtain University approval for any Pepperdine travel experience. It should be submitted before travel arrangements are made, and at least 45 days before departure, if possible. Insurance & Risk will notify you if a detailed travel assessment is necessary. For more information, please see the University's International Travel Policy at <http://community.pepperdine.edu/hr/policies/policymanual.htm#thirtysix>.

Name of Trip Planner: _____

- Faculty
- Staff

School/Department: _____

Phone Number (office/mobile): _____

E-mail Address: _____

Destination(s): _____

Travel Dates: _____

Trip Participants (check all that apply): Student(s) Faculty Staff

Reason for Trip (e.g., academic, fundraising, recruiting): _____

Has your Dean or Vice President been notified of this trip? Yes No

For more information, please contact:

Office of Insurance & Risk

risk.management@pepperdine.edu

Phone: 310-506-4410