

# MAE International Travel Checklist Form

Complete this form and **return it** to the **MAE Travel office**, **before** departing on official UF international business travel.

Please acknowledge you have registered this trip with the **UFIC** \_\_\_\_\_ (initials)

Note: registering with UFIC is required for each trip, even for repeated visits to the same country.

Please list each Country you will be traveling to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

Travel dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)

\_\_\_\_\_ (initials) I have consulted with my clinician or a travel clinic about my international travel and have received necessary vaccines and travel medication.

\_\_\_\_\_ (initials) I have registered my international travel with the **UF International Center** and have printed the CISI Travel insurance policy information for my records.

\_\_\_\_\_ (initials or n/a) If I am traveling on a federally funded grant (fund 201), I have read the **Fly America Act** and if needed, I submitted the **approved Fly America Exception Form** **before** purchasing the airline tickets for this trip.

\_\_\_\_\_ (initials or n/a) If I am traveling to an embargoed country, I acknowledge I have read the policy regarding **Compliance With U.S. Export Controls and Responsibilities of Faculty, Staff and Students** as required by UF.

Traveler's Printed Name: \_\_\_\_\_

(printed exactly as it appears on your government-issued passport)

UFID # \_\_\_\_\_

Passport #: \_\_\_\_\_

Passport Country of Issue: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

Passport Issued on: \_\_\_\_\_ (mm/dd/yy)

Passport Expires on: \_\_\_\_\_ (mm/dd/yy)

Traveler's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (mm/dd/yy)