NOTIFICATION OF INTERNATIONAL TRAVEL FOR FACULTY/STAFF

SUPPLEMENTAL INFORMATION
FOR FACULTY/STAFF TRAVEL TO A COUNTRY WITH A
U.S. STATE DEPARTMENT TRAVEL WARNING

This form is to accompany the Notification of International Travel for Faculty/Staff form (NMSU Policy 2.69.1).

In a separate, typewritten document, please provide each of the following:

☐ Traveler Information: Name of traveling faculty/staff member, position, NMSU ID number, academic department, and direct supervisor.

☐ Summary of purpose of travel: A thorough description of the nature and purpose of the proposed travel.

☐ Detailed travel itinerary: A detailed itinerary, including travel dates, each country/city/region, general purpose of time spent in each area, etc.

☐ Risk Mitigation Plans: A thorough description of your mitigation plans for specific risks related to the travel warning(s).

☐ Contact Information: A thorough listing of both U.S. and international contact information while travelling.

____________________________________________________   ______________________
Signature of Traveler (if hard copy submitted)       Date

Printed Name: ____________________________________________________

NMSU ID #:_________________________________

Information may be submitted via email, or by hard copy, to:

Ms. Cynthia Garrett
Administrative Assistant to the Associate Provost
Office of International and Border Programs
New Mexico State University
(Garcia Annex Rm. 246)
P.O. Box 30001 - MSC 3567
Las Cruces, NM 88003-8001
ibp@nmsu.edu
(575) 646-7041
(575) 646-1517 – fax