



Office of International & Border Programs

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