



Traveler information

The supplemental travel information form expedites Risk Management’s view of high-risk travel locations.

Exception: ASU faculty and staff traveling abroad with one or more ASU students should **not use** this form; they instead should use the Student International Travel Registration System to secure approvals.

Traveler’s name	
Traveler’s phone number	
In-country partner contact information	
Travel destination	
Travel dates	
Transportation modes used in the country	
Lodging information	
Travel funding source	

Guideline details

Provide a brief summary of the safety and security protocols you will follow to mitigate risks while traveling.

Steps to take after completing this form

1. [Submit a trip request in My ASU TRIP](#) and attach this form.
2. [Print a copy or take an image of the international travel card](#) on your in-country cell phone. In the event of an emergency, call the 24/7 number for assistance. The state of Arizona provides international travel insurance.
3. Register with the federal [Smart Traveler Enrollment Program](#).
4. If taking ASU electronic equipment, please [visit the Digital Trust and Information Security webpage](#) for more information — details for personal devices are provided on this webpage.