

**OIE Travel Authorization Form  
Part A: Proposal Description**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

1. Travel to: \_\_\_\_\_  
Name of institution(s), city, country  
\_\_\_\_\_  
Name of institution(s), city, country  
\_\_\_\_\_  
Name of institution(s), city, country

2. Date(s) of travel: \_\_\_\_\_

3. Objective of visit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How do you plan to share and follow up the visit with colleagues and students upon return?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please return parts A & B of this form to the Office of International Education.*