



NOTIFICATION OF INTERNATIONAL TRAVEL FOR FACULTY/STAFF

IBP
Office of
International &
Border Programs
All About Discovery!

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 exact travel dates to and from the country, exact dates in 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). This should include information such as transport carriers, areas to be avoided, reassuring background information on contacts in-country, etc.
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:

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