

INTERNATIONAL TRAVEL PRE-APPROVAL FORM - VISITOR

Faculty of Arts

All international travel, other than research travel costs covered under Fund 105 Research grants, must be approved by your unit head **prior to making any bookings**. If the traveler is a University of Waterloo employee or student, please complete the online form: <https://forms.office.com/r/TACGsnXSqp>

A copy of the complete visitor pre-approval form must be attached to the traveler's expense claim for reimbursement.

Name of traveler		Sponsoring Department
Purpose of travel		
Expected travel begin date	Expected travel end date	Estimated total cost of travel CAD

Signature of Traveler: _____

Authorized by: _____

Date: _____

Sponsoring department head



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