

# INTERNATIONAL TRAVEL PRE-APPROVAL FORM - VISITOR

## Faculty of Arts

All international travel, other than research travel costs covered under Fund 105 (WO 5xxxx-xxxxx) 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/TACGsnXSbp>

**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



UNIVERSITY OF  
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