

International Travel Registration Form (ITRF) for Non-Qatar Travel

This form is used to gather information about individuals traveling for CMU business purposes. ITRF provides pertinent information for Risk Management and Human Resources regarding each traveler's relationship with the university to ensure that insurance benefits and coverage are in place for faculty, staff and students traveling abroad.

If you are traveling internationally on university business, you should complete this form and return it to [HR Services](#) prior to your international travel.

1. Traveler Information:

Full Name (as it appears on passport): _____

Scanned passport image attached: Yes No — required to obtain entry Visa

Gender (**required**): Male Female

Date of birth (**required**):

Purpose of travel (**please be specific and outline CMU business purpose**):

2. Traveler contact info:

Department: _____

Email: _____

Phone: _____

Work: _____

Home: _____

Cell: _____

Emergency contact info:

Name: _____

Email: _____

Phone: _____

Work: _____

Home: _____

Cell: _____

Sponsor contact info:

Name: _____

Email: _____

Department: _____

Admin. Asst: _____

Admin. Asst. Email: _____

3. University Affiliation: Check One

Faculty Staff Student

Independent Consultant

Teaching or Course Asst.

Family Member

Invited Guest

Purpose of Visit: please check all that apply:

CMU Business Travel

Expatriate Assignment

Conference/Event

Pre-Employment Trip

Other (please describe):

Carnegie Mellon University

4. Destination Information:

Please provide a description of all flight destinations (original departure city and final arrival city) and dates of travel. If portions of your travel are not for CMU business purposes but rather for personal pleasure, you may not be covered by the Aetna Global Benefits plan during that portion of your trip. You may, however, be eligible for coverage service through your domestic health insurance, and you should check with your provider.

Example:

Date of Departure: Jan 3, 2024

Departure City: Pittsburgh, PA

Date of Arrival: Jan 6, 2024

Arrival City: Kigali, Rwanda

Flight segment purpose: Traveling to CMU Africa to for business meetings

Date of Departure: _____

Departure City: _____

Date of Arrival: _____

Arrival City: _____

Flight segment purpose: _____

Date of Departure: _____

Departure City: _____

Date of Arrival: _____

Arrival City: _____

Flight segment purpose: _____

Date of Departure: _____

Departure City: _____

Date of Arrival: _____

Arrival City: _____

Flight segment purpose: _____

Date of Departure: _____

Departure City: _____

Date of Arrival: _____

Arrival City: _____

Flight segment purpose: _____

Date of Departure: _____

Departure City: _____

Date of Arrival: _____

Arrival City: _____

Flight segment purpose: _____

Carnegie Mellon University

5. Additional Information/Comments:

Please feel free to add any additional information/comments regarding your travel plans.

Traveler's signature: _____ **Date:** _____

Providing information related to your non-CMU business travel is purely voluntary. However, should you need emergency assistance during your travel, this information could be helpful in facilitating the university's response to requests for assistance.