

International Travel Procedures

Supervising faculty member or program director responsibilities:

Faculty supervisors of students traveling abroad for University at Buffalo affiliated research, clinical or service activities that are not a part of the UB Study Abroad program MUST complete the checklist below in order for students to travel AND receive funding from the Community for Global Health Equity.

- If the student is traveling with you, a UB faculty member, please fill out the form at the following website no later than 2 months in advance of expected travel:
<https://www.buffalo.edu/studyabroad/information-for-faculty-staff/travel-registration.html>
- If the student is not enrolled with your School/Department, contact the affiliated School's office of the dean to share the student's travel plans, country destination, and time period s/he will be traveling.
- Prepare a safety and security document to ensure preparedness in case of an emergency in country. The document should steps to take in case of an emergency and include contact information (phone numbers and addresses) for local U.S. embassies or consulates, hospitals or clinics, and community partners. This document must be signed by the supervising faculty member or program director and a copy turned into the office of the dean.

By signing this form, I the faculty mentor for _____ have met the requirements named above to ensure a safe, mentored international travel experience for the aforementioned UB Student.

Faculty Mentor Name: _____

Faculty Mentor Signature: _____

Date: _____