

International Travel Request Form

This **international travel request form** sample template streamlines the approval process for overseas trips, ensuring all necessary details and authorizations are captured efficiently. It helps organizations manage travel plans, budgets, and compliance with company policies. Utilizing this template promotes clarity and accountability in international travel arrangements.

Traveler Details

Full Name

Department

Job Title

Email Address

Contact Number

Travel Details

Destination Country/City

Departure Date

Return Date

Purpose of Travel

Travel Method

--Select--

Estimated Expenses

Flight Cost

Accommodation Cost

Meals/Per Diem

Other Expenses (specify)

Total Estimated Cost

Compliance and Additional Requirements

- Passport is valid for at least 6 months from the date of return
- Visa is required and will be obtained
- International travel insurance will be arranged

COVID-19 Regulations / Other Comments

Approval

Manager/Supervisor Name

Signature

Date

Submit Request