Dear Travel Administrator,

We urgently could use your help. USF World was hoping to kick off 2020 on the right foot in regards to international travel registration, however we are still encountering challenges with adherence to USF International Travel Authority System Policy #10-507. We have already encountered problems this year with several International Travel Requests that were inaccurate, and also discovered students (both undergrad and grad) who did not know they had to register with USF World. This is putting our international travelers at risk.

In response, we have created this document, Tips for Complying with Policy #10-507, that we hope will guide faculty, staff and students with accurately completing International Travel Requests, as well as making sure all students traveling internationally register their travel with USF World in a timely manner. Please spread the word. For USF Health students, please view additional or complementary process steps/procedures required by the USF Health International Office.

This document can also be found on USF World's International Travel Page: https://www.usf.edu/world/travel/index.aspx as well as our Online Resources Page: https://www.usf.edu/world/travel/online-resources.aspx

I would be happy to help spread the world by participating in any college or department meetings that you may have regarding the International Travel Policy.

Thank you for all of your help,
Ben

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