**Questions required by Alliant Insurance Services**

**for International Travel (effective April 1, 2011)**

**Source: Risk Management Office, extension 5-2396**

Questions required by Alliant Insurance Services per Risk Management
1.    Contact information while traveling:

2.    Hotel/motel contact information of where the Faculty and/or students will be staying :

3.    How will the participants, if any, be traveling from where they are staying and where they will be conducting university business:

4.    What airport will the Faculty and participants, if any, will be traveling to:

5.    Date of departure(s):

6.    Date of return(s):

7.    Purpose of trip:

8.    Number of Faculty/employee participants:

9.    Number of Students participants that will be paid:

10.   Number of Student participants that will not be paid:

11.   Number of Other participants and relationship to travels: