**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: