

International Guest Travel Request

The host and/or guest is to complete this form PRIOR to travel. Please make sure you fill it out completely. Guest travel guidelines follow the request for your convenience. **This form is for international travel ONLY.**

Guest Information

Name _____ Email _____

Home Address _____

City _____ Country _____ Zip/Postal Code _____

Travel Information

Reason for visit to UNC _____

Departing Point _____ City _____ Country _____

What airport will you be departing from? _____

Date of Departure _____ Date of Return _____

Do you have an airline frequent flyer ID?

If yes, please provide it here: _____

Funding Information

**To be completed by UNC host*

What funding will be used to support this travel?*

Business Unit	Fund	Source	Dept. ID	Project
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Required Forms

W-8BEN Form

Bank Letter or ACH Form

Photo Identification
(passport or Visa)
Email with this request

Foreign Wire Set-Up Form
(If banking information is outside the
US, you must be paid by wire
transfer)

Additional Information

Is there any additional information related to this request? _____

You will submit this form along with the other forms listed to the travel contact. The travel contact will email you a C-number to book your travel using the University travel agency WorldTravel.

Signature _____

Date _____

International Guest Travel

GUIDELINES

Flights

- Submitting the travel request (attached) to your travel contact will generate a CABS number.
- Your travel contact will provide you with an approved CABS number; instructions on how to book your flight will follow.
- Email your flight itinerary to your travel contact.

Hotel

Self-Booking a Hotel

- Your department travel contact will reimburse your hotel expenses from your personal credit card; please provide all receipts.

UNC Books Your Hotel

- The department travel contact will coordinate your accommodations for your stay.

Ground Transportation

- You should save receipts for all ground transportation (Uber, Lyft, Taxi, Shuttle, Subway, parking) and submit them for reimbursement after the trip.

Meals

- *Preferred payment method: Personal credit/debit card*
- You are **required** to save receipts for the food you purchase for reimbursement after your visit.
- Most meals will probably be covered by the department directly.

Receipts

- All receipts must show Proof of Purchase (either the word “cash” or XXXXXXXX1234 or last four digits for credit cards), including:
 - Original air and rail travel receipts
 - Rental car agreement and receipts
 - Itemized receipts or cash register receipts for meals (no alcoholic beverages)
 - Cab/Ride Service receipts
 - Parking receipts
 - Metro or other local travel tickets