



## TIPS FOR AN ACCURATE TRAVEL REQUEST (TR) IN ARCHIVUM

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Travel Requests should be authorized at least 4-6 weeks before departure time if a visa is required; shorter timelines can be accommodated if absolutely necessary.

If the trip dates change, cancel the TR and create a new one with the correct dates. Emergency notifications and travel tracking are tied to the

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## TIPS FOR REGISTERING STUDENT-RELATED INTERNATIONAL TRAVEL

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1.

2.

3.

4.

## QUICK ACCESS TO TRAVEL RESOURCES

USF Health Travel Resources  
[health.usf.edu/international/travel-resources](http://health.usf.edu/international/travel-resources)

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