

**2025-2026 Student Travel – International Trip Information Worksheet**

Name of Student Organization, Academic Group, or Individual \_\_\_\_\_

Title of Conference, Convention, Opportunity \_\_\_\_\_

Dates for Travel \_\_\_\_\_

Destination for Travel \_\_\_\_\_

List of Attendees (full names) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Provide airline information below (complete after funding approval)**

Departure US City \_\_\_\_\_ Departure Date \_\_\_\_\_

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

Return US City \_\_\_\_\_ Return Date \_\_\_\_\_

Airline \_\_\_\_\_ Flight Number \_\_\_\_\_

**Please initial by the policy statements below.**

\_\_\_\_\_ I understand that it is required to secure Purdue University Travel Insurance for my international trip. I will contact the Office of Student Life and Leadership to review the policies and complete insurance paperwork.

**[For Student Organizations Only] Please initial by the statements below.**

\_\_\_\_\_ I understand that all trip details are required to be entered into and approved in Suitable (Herd Hub) before my trip can occur.

\_\_\_\_\_ I understand that if my Suitable request is not approved, my student organization may not participate in the trip.

**Sign below acknowledging that the information shared above is true to the best of your knowledge.**

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_