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**TRAVEL JUSTIFICATION FORM FOR EMPLOYEE  
TO A COUNTRY THAT HAS A DEPARTMENT OF STATE WARNING OR ALERT  
ADVISORY**

**Name of Employee:** \_\_\_\_\_

**Z Number:** \_\_\_\_\_

**Employee's Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Anticipated Trip Date:** \_\_\_\_\_

**Destination City and Country:** \_\_\_\_\_

**Specific Purpose:** \_\_\_\_\_

**Describe the essential nature of the travel request and how this trip will provide educational, humanitarian or business benefits to the destination country or the University. State the specific reason(s) why these benefits cannot be achieved or accomplished in or at a location not subject to a travel warning or alert.**

Forward completed form to the Director of Global Engagement, India.Karavackas@stockton.edu