



# Missing International Travel Registration Form

All Harvard faculty, staff, students, and researchers traveling internationally on Harvard business are required to register their travel with [International SOS](#). Proof of registration is required for reimbursement.

If you booked your international travel through one of [Harvard's preferred agency partners](#) (BCD Travel, Travel Collaborative, Milne Travel, or Egencia), your trip was automatically registered with International SOS.

See the complete [Travel and Reimbursement Guidance](#).

## Complete this form if:

1) You did **not** use a preferred travel agency, **and** you are not able to provide proof that your itinerary was registered with International SOS prior to travel.

**OR**

2) You used a preferred travel agency, but are unable to submit an agency receipt. In that case, a missing receipt declaration (Concur) or completed [missing receipt affidavit](#) **and** this form must be submitted with the reimbursement request.

Traveler Name: \_\_\_\_\_

1. Please list the dates and destination(s) of your travel. Do not list layovers. If Boston was not the departure point, indicate the departure point:

Departure Date: \_\_\_\_\_ Departure City/Country: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival City/Country: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure City/Country: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival City/Country: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure City/Country: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival City/Country: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure City/Country: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival City/Country: \_\_\_\_\_

2. Please describe the purpose of this travel:

3. Please describe why you are unable to provide proof of registration.:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_