



UMHS-PUHSC JOINT INSTITUTE



## Joint Institute Initial Travel Request Form

1. All travel plans must be submitted to the JI Co-Director Dr. Joseph Kolars **60 days** prior to the proposed departure date. You will receive notification by email from Dr. Kolars office within **14 days** of your submission unless Dr. Kolars is traveling out of the country. Your travel plan must include the following information:
    - a. Purpose of visit:
    - b. List of travelers:
    - c. Point of contact in China:
    - d. Proposed itinerary / description:
    - e. Meeting dates:
    - f. Departure from Detroit:
    - g. Return date to Detroit:
    - h. Administrative contact name:
    - i. Email:
    - j. Phone #:
    - k. Gifts?
    - l. Gift approval by Amy Huang:
    - m. Funded by:
    - n. Dollar Amount:
- Dr. Kolars comments / feedback:

Approved by:

Joseph C. Kolars, MD

Date:

Upon approval and notification from Dr. Joseph Kolars via email, travelers must complete & submit the 'Travel Detail' form (see attached) to Robyn Hodges at [rbhodges@umich.edu](mailto:rbhodges@umich.edu) at Global REACH (5113 Med Sci I / 1301 Catherine St) **45 days** prior to the departure date, in order for the ticket to be booked. Global REACH will respond back to the traveler within **14 days** by email with a proposed travel and lodging itinerary.