



## Joint Institute 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 the Global REACH 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: