



Traveler's Legal Name: _____

Email: _____

Department: _____

Phone Number: _____

In accordance with the [Research Foundation's Foreign Travel Policy](#) and the [Federal Export Control requirements](#), this form is required each time you will be traveling outside of the United States; and /or when transporting items, software, data, or technology outside of the United States or to a foreign person in the U.S.; or when working with foreign persons, educational institutions, or businesses.

Please complete and submit this form a **minimum of two weeks** prior to all International Travel or (preferably) as soon as you know that you will be traveling outside of the U.S. **If it is determined that a license is required, it may take up to two (2) months to secure.**

Business Purpose of the Travel: _____

Dates of Travel: _____

You are a citizen of what country: _____

List all cities and countries that you intend to travel to: _____

Will you be working with foreign persons, faculty, students, educational institutions, or businesses while traveling for your project?

Yes No

If yes, please list the name(s) and institutional affiliation(s) of the foreign persons with whom you will be working.

Will you be transporting any encrypted software, technology, items, or data to a foreign country? Yes No

If yes, please describe them below.

Will you be transporting any equipment to a foreign country? Yes No

If yes, please list the equipment (i.e. laptop computer, cell phone, GPS). You are required to have the ECCN code for the equipment and/or its parts. Please include that information (available from the manufacturer) below.

Have you received information regarding International Medical insurance? Yes No

Will any dependents be traveling with you? Yes No

If yes, please list their full legal name and citizenship.

Enter cell phone number used when travelling: _____ Cell phone carrier: _____

Please sign and date, then submit the completed form to the Sponsored Programs Office, Buckham Hall B206. If it is determined that you may need an Export Control license, the Accounts Payable Manager/Export Control Officer will work with you to further investigate your compliance requirements with the applicable federal regulations. Travel to countries on the [Federal Watch List](#) require prior approval by the Campus President and Operations Manager. **Your travel advance/reimbursement may be delayed or determined unallowable if the appropriate process is not followed.**

Traveler's Signature: _____

Date: _____

Supervisor's Approval: _____

Date: _____