

## INTERNATIONAL TRAVEL REQUEST FORM

Please submit completed forms to [intrav@utmb.edu](mailto:intrav@utmb.edu)

First & Last Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Relationship with University (please circle one): Faculty\_\_\_\_ Resident\_\_\_\_ Student\_\_\_\_ Staff\_\_\_\_ Postdoctoral Fellow\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destinations (please clearly print countries, regions & cities): \_\_\_\_\_

Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_ Rental Car?: Yes\_\_\_\_ No\_\_\_\_

Please list names of others from UTMB traveling on this trip: \_\_\_\_\_

**ENTIRE Chart Field String (CFS) information must be entered or this request will be automatically denied.**

\_\_\_\_\_ check here if no cost to UTMB

	Fund	Department	Operating Unit	Class	Project
Source of Funds	_____	_____	_____	_____	_____
Travel	_____	_____	_____	_____	_____
M&O	_____	_____	_____	_____	_____
Lodging	_____	_____	_____	_____	_____
<b>TOTAL ESTIMATED EXPENSES</b>					_____

1. Is this travel part of an ongoing, established UTMB Program in the country? Yes\_\_\_\_ No\_\_\_\_  
 If YES, Name of Faculty Sponsor: \_\_\_\_\_
2. Is the country being traveled to under a [Travel Warning](#)? Yes\_\_\_\_ No\_\_\_\_  
 If you answered **NO** to #1 and **YES** to #2, please complete a [Supplemental Data Form](#).
3. **IMPORTANT: INTERNATIONAL SOS REGISTRATION IS REQUIRED** after tentative approval has been given.  
 A copy of the SOS registration form must be submitted to [intrav@utmb.edu](mailto:intrav@utmb.edu) before final approval for travel will be given.  
**\*\*\*NOTE:** When booking with [Anthony Travel](#), SOS Registration will be automatically submitted on your behalf.

### EXPORT CONTROL CONSIDERATIONS

1. Are you planning travel to **Iran, Syria, Cuba, Libya, North Korea or Sudan**? Yes\_\_\_\_ No\_\_\_\_  
 If **YES**, all Official Business travel to these countries must be coordinated well in advance with UTMB's Export Control Officer (ECO). You are not allowed to take any of UTMB's items or technology to these countries without receiving clearance from the ECO. Contact Frances Streeter, ECO at (409) 772-0376 or [frstreet@utmb.edu](mailto:frstreet@utmb.edu)
2. Are you taking any export controlled **UTMB** materials, equipment, or technology ("items") to any foreign destination? Yes\_\_\_\_ No\_\_\_\_  
 If **YES**, please note that you are **NOT** allowed to take any export controlled UTMB items abroad if you have not received a license from the U.S. government and approval from the ECO. Doing so may result in you being personally liable for violations of U.S. export control laws. If you are taking UTMB owned laptops or electronic equipment, you must complete a TMP certification from the ECO. To determine whether the UTMB items are export controlled, please contact Frances Streeter, ECO at (409) 772-0376, [frstreet@utmb.edu](mailto:frstreet@utmb.edu) or visit: [www.utmb.edu/export/](http://www.utmb.edu/export/) for more information.

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

Chair or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP, Chief Operating Officer, Academic Enterprise: \_\_\_\_\_ Date: \_\_\_\_\_

International Oversight Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Deans, Department Heads and Chairs, and Administrators have the discretion to require more documentation and to determine if rates will be reimbursed at a lower rate pending availability of funds. Please submit completed, signed form with applicable expense report.**