

# International Travel Authorization Request Form for Faculty and Staff

This form is used to request **advance approval** of travel in, to, or from a destination that is NOT in the United States or Puerto Rico. **Research Assistants / Teaching Assistants and Associates must follow the [student process](#).**

- Institutional authorization must be obtained prior to departure.
- This form can be filled out and signed with Adobe, and routed by e-mail. Find instructions at: [utdallas.edu/rs/signwadober](http://utdallas.edu/rs/signwadober)

## Instructions:

1. **Register the traveler's trip with International SOS (ISOS) and print the ISOS card.** Registration of the trip with ISOS is both part of the required University safety net for travelers and a UT System requirement. Find more information at: <http://www.utdallas.edu/rs/isos/>
  - Ensure the traveler's MyTrips profile in ISOS and Concur profile has both a phone number he or she can be reached at on-site in case of emergency and an Emergency Contact.
2. **Traveler: Fill out all the pages in this form, sign and route this form for approvals.**
  - The traveler will sign on page 4.
  - Travelers to Cuba will additionally follow the Travel to Cuba process: <http://www.utdallas.edu/rs/cuba-travel/>
3. **Supervisor: Review trip, sign and route this form.**
  - The supervisor will review the trip and sign if approved.
  - If denied, the supervisor will not sign and will return the form to the traveler.
  - If the traveler will take UTD-owned devices or equipment, indicate so and e-mail the form to the Office of Research Compliance (ORC) at [conor@utdallas.edu](mailto:conor@utdallas.edu), for Step 4.
  - If the traveler will not take UTD-owned devices or equipment, indicate so and e-mail the form to [ICRSO@utdallas.edu](mailto:ICRSO@utdallas.edu) for Step 5.
4. **Office of Research Compliance (ORC): Review, sign and route this form.**
  - ORC will review and authorize by signing the form.
  - ORC will e-mail the form to the International Center Risk and Safety Office at [ICRSO@utdallas.edu](mailto:ICRSO@utdallas.edu).
  - If denied, ORC will not sign and return the form to the traveler.
  - Processing time is 1 business day.
5. **International Center Risk and Safety Office (ICRSO): Review trip, sign and route this form.**
  - ICRSO will review the trip destination and authorize by signing the form.
  - The ICRSO will e-mail the form to the President's office or the appropriate President's Designee office.
  - If denied, ICRSO will not sign and return to the traveler.
  - Processing time is 1 to 2 business days for non-high risk regions, and 2 to 5 business days for high risk regions depending on the case.
6. **President's Designee: Review trip, sign and route this form.**
  - The President's Designee will review the trip and sign the form.
  - If approved the President's Designee Office will e-mail the form to Procurement Management at [travel@utdallas.edu](mailto:travel@utdallas.edu), and to the traveler. At this point the traveler can consider having institutional travel authorization.
  - If denied, the President or President's Designee will not sign and return the form to the traveler.

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<b>A. Description of Travel.</b> Fill out all pages of this form and sign it before sending the form for approvals.		
Traveler's name	_____	
Title/Department	_____	UTD e-mail _____
Mobile you can be reached at on-site in case of emergency	_____	
Name of Hotel you will stay at and phone	_____	
Emergency contact name and phone	_____	
Travel Dates (mm/dd/yy)	_____	through _____
Destination(s) (city, country)	_____	
Destination(s) (city, country)	_____	

<b>B. Immediate Supervisor Authorization.</b> Signature indicates authorization for this trip. If denied, return to the traveler.		
Name (print)	Signature	Date

For section C. If the traveler is taking UTD-owned devices or equipment, route to Research Compliance at [conor@utdallas.edu](mailto:conor@utdallas.edu). Otherwise, indicate the traveler will not carry and route to the International Center at [ICRSO@utdallas.edu](mailto:ICRSO@utdallas.edu).

<b>C. Research Compliance Authorization.</b> Signature indicates an export license is not required for carrying outside of the US the items described in section G. When signed, route to the International Center at <a href="mailto:ICRSO@utdallas.edu">ICRSO@utdallas.edu</a> . If denied, return to the traveler.		
<input type="radio"/> Traveler <u>will</u> carry UTD-owned devices or property <input type="radio"/> Traveler <u>will not</u> carry UTD-owned devices or property		
Name (print)	Signature	Date

<b>D. Risk and Safety Review.</b> Signature indicates review of destination for this trip and when applicable, <a href="#">IOC</a> authorization. When signed, route to the President or the appropriate President's Designee. If denied, return to the traveler.		
<input type="radio"/> IOC authorization not required <input type="radio"/> IOC authorization required		
Name (print)	Signature	Date

<b>E. President or President's Designee Authorization.</b> Signature indicates authorization for this trip. When signed, route to Procurement Management at <a href="mailto:travel@utdallas.edu">travel@utdallas.edu</a> and to the traveler. If denied, return to the traveler.		
Name (print)	Signature	Date

**F. Duties and Benefit to UT Dallas.** Select the appropriate duties disposed and fill out the statement fields.

Research                       Organized Classes                       Administration                       Other

**Statement of Disposition of Duties.** Include name and title of personnel covering traveler's duties:

**Statement of Purpose of Trip and its Benefit to UT Dallas.**

**G. License Exception Information.** Fill out only when you will carry UTD-owned equipment or devices outside of the U.S. for the trip described in this form.

UTD Tag# _____	Description _____
UTD Tag# _____	Description _____
UTD Tag# _____	Description _____

The export of electronic devices, technology, commercial software, and encryption code is subject to export control regulations. **These items include laptops, smart phones, tablets and digital storage devices.** The Department of Commerce's Export Administration Regulations (EAR) makes an exception to licensing requirements for the temporary export or reexport of certain items, technology, or software for professional use as long as the criteria to which you are certifying below are met. The exception does not apply to:

- EAR satellite or space-related equipment, components, or software; or,
- Technology associated with high-level encryption products; or,
- Defense items, technology, data, or software regulated by the Department of State's International Traffic in Arms Regulations (ITAR).

For more information about how export control regulations can affect your international travel, visit the Office of Research Compliance Export Controls page ([http://www.utdallas.edu/research/orc/export\\_control/](http://www.utdallas.edu/research/orc/export_control/))

**H. Traveler Acknowledgements**

**UTD-owned devices or property**

I agree to the following statements pertaining to my use of and responsibility for UTD-owned devices or property while I travel internationally on behalf of UT Dallas:

1. I will ship or hand-carry the items, technology, or software as a "tool of the trade" to conduct UT business only;
2. I will return the items, technology, or software to the U.S. no later than 12 months from the date of leaving the US unless the items, technology, or software are certified by me to have been consumed or destroyed abroad during this 12 month period;
3. I will keep the items, technology, or software under my "effective control" while abroad (defined as retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility);
4. I will take security precautions to protect against unauthorized release of the technology while the technology is being shipped or transmitted and used abroad such as: a. use of secure connections when accessing e-mail and other business activities that involve the transmission and use of the technology,  
a. use of password systems on electronic devices that store technology, and  
b. use of personal firewalls on electronic devices that store the technology;
5. **I will not ship or hand-carry the items, technology or software to Iran, Syria, Cuba, North Korea, or North Sudan.** If I am planning to travel to these countries, I will consult UT Dallas' Export Controls Officer in the Office of Research.

**Travel**

I have registered my trip itinerary in International SOS (ISOS) by using UT Dallas authorized travel agencies or by registering my trip details in ISOS manually. Find instructions at: <http://www.utdallas.edu/rs/isos/>

- I have added in MyTrips profile and Concur profile both a phone number I can be reached at on-site in case of emergency and an Emergency Contact.
- I understand I need institutional authorization prior to departure: Find process at: <http://www.utdallas.edu/rs/staff-authorization/>

**I. Financial Information.** Enter the financial information for this trip.

1. If an advance is necessary and the amount of the advance does not cover all the expenses, then the completed and submitted Travel Voucher will generate a reimbursement to the Traveler after submission of an approved Expense Report.
2. Travelers will typically use the UT Dallas One Card, Travel Advance Card or Personal Card for all non-airline travel expenses.
3. Travel Authorization estimates are not encumbered. Provide total estimated costs of the trip including transportation, lodging, meals, registration and incidental expenses.

Cost Center	Travel Advance Requested (1, 2)	On UT Dallas Payroll During Travel	Estimated Costs (3)
		<input type="radio"/> Yes <input type="radio"/> No	

**J. Itinerary and Travel Reservations**

Itinerary			Travel Reservations		
Date	From	To	Depart	Arrive	Carrier & Flight Number

**K. Traveler signature.** Your signature indicates agreement with the information on this form.

_____ <b>Name (print)</b>	_____ <b>Signature</b>	_____ <b>Date</b>
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Contact Person _____
E-mail _____ Phone _____

Find relevant information to assist the traveler and your area set up the University required safety net and obtain institutional authorization prior to departure at the following webpages.

- Travel Management: <http://www.utdallas.edu/procurement/departments/travel/>
- Export control regulations for international travel: [http://www.utdallas.edu/research/orc/export\\_control/](http://www.utdallas.edu/research/orc/export_control/)
- International Travel Best Practices: <http://www.utdallas.edu/rs/travelerguide/>
- Faculty and Staff traveling abroad on University business: <http://www.utdallas.edu/rs/staff-authorization/>
- International SOS trip itinerary registration: <http://www.utdallas.edu/rs/isos/>