



International Travel Approval Form

SUNY POLYTECHNIC

For international travel pertaining to an RF Sponsored Programs Award, travelers should complete this form in advance to obtain prior approval from your campus and Research Foundation Operations Manager. Please refer to page 31 for International Travel guidelines in the [RF Travel Handbook](#).

Additional policies exist surrounding international travel, pertinent to all non-domestic travel, including Canada. There may be restrictions based on Sponsor or Federal guidelines, Export Controls, as well as [US Department of State travel warnings](#).

Traveler Name		Destination	
Travel Dates			
Date & Time Official <u>Business</u> Begins *			
Date & Time Official <u>Business</u> Ends *			
Will your teaching obligations be covered, as approved by your supervisor during this trip?			
Purpose/Description of Travel			

* Please list specific dates of conference or meeting(s). Travel dates outside of the business purpose of travel must be justified.

Funding		
Project, Task, Award		
Award Title		
Sponsor Name		

International Travel		
Does the trip involve a country with a Travel Warning?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
Traveler Visa Status (If applicable):		

Export Control considerations include the destination, the parties involved, and the items being transported. Export licenses may be required for travel to sanctioned or embargoed countries, contact with restricted people or entities, or transportation of restricted items such as laptops, encryption software, or data. Exclusions to license requirements do exist, however, the exemption must be documented in advance of the travel.

The following questions are intended to identify export control concerns associated with international travel. Please check Yes or No to the following questions. In the event that a particular travel plan appears to trigger an export control concern, someone will contact you to make sure that all necessary compliance steps have been taken in advance of your departure date.

1. Will you be transporting (either through carry-on luggage or checked bags) laboratory instruments, tools, samples, raw materials, or prototypes?
 Yes No
2. Will you be traveling with a portable electronic device containing proprietary export-controlled data, or data which is associated with an export-restricted research project or instrument that you have been or are working on currently (even if such data has nothing to do with the purpose of your immediate travel)?
 Yes No
3. Will you be transporting any device that incorporates specialized scientific software (not including typical operational software such as Microsoft Office, Adobe, etc.) or software programs containing or constituting specialized cryptographic functionality (not including routine commercial laptop cryptographic protection)?
 Yes No
4. Will you be providing any specific training or technical assistance to another individual, entity, or governmental institution (or representatives) beyond scientific collaboration in fundamental research?
 Yes No
5. Will your travel plans involve Iran, Cuba, or Syria?
 Yes No

Security Clearance: Any individual who holds Security Clearance issued by or on behalf of any agency of the United States Government must review the following information and links before traveling.

Do you hold a valid Security Clearance?

Yes No

If Yes, have you reviewed the information provided below?

Yes No

[Foreign-Travel-Vulnerability](#) (this link provides general information about foreign travel vulnerabilities).

[U.S. State Department travel warnings](#) (U.S. State Department travel warnings and international travel information, including information on handling emergency situations in foreign countries).

[U.S. embassies](#) (links to U.S. embassies, consulates, and diplomatic missions – bring contact information for the nearest of these U.S. government facilities with you during your travel abroad).

If traveling with ANY digital or electronic device assume the device can and WILL be monitored or directly accessed or “hacked” even if traveling to nations allied with the United States. This includes cell phones, Smartphone’s, computer tablets, laptops, etc. **YOU ARE NOT AUTHORIZED TO TRAVEL WITH ANY CLASSIFIED MATERIAL.** You should not bring any electronic or digital media or equipment containing information confidential to the RF or Classified by the United States during your travels.

Estimate of Business Related Expenses	Estimate
Common Carrier (plane, train, bus)	
Other Transportation Expenses (rental car, parking, taxi, subway, mileage etc.)	
Conference Registration Fee	
Lodging Research Foundation travelers are entitled to Maximum Travel Per Diem Allowances for Foreign Areas .	
Meals Per diems issued according to Maximum Travel Per Diem Allowances for Foreign Areas ; adjusted for times of travel and for meals provided at no expense to the traveler.	
Total	

Home Address Verification (RF EMPLOYEES ONLY)

For all RF Employees, reimbursements are processed according to the address that is on file with HR. If you have a change of address, please be sure to change your address in the RF Self-Service system. Travelers are encouraged to sign up for direct deposit which is separate from your paycheck direct deposit. ([RF ACH Enrollment Form](#))

I have read and understand the information

Certifications

The above outlined trip is appropriate business-related travel and applicable to the identified funding source. Other business obligations of the traveler are not impacted or otherwise addressed. The traveler is familiar with and understands the Research Foundation travel handbook. The traveler understands that requests for reimbursement should be submitted within a reasonable time frame. The traveler further understands that personal expenses are not allowable, and expenses that do not comply with the Research Foundation travel handbook may not be reimbursed.

	Supervisor Signature	Date
Traveler Signature	Date	Supervisor (Please Print)

Please submit completed form to OTPS@rfsuny.org

Approvals Operations Manager	Date
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