CSUDH International Travel Authorization Form

SUPPLEMENTAL FORM TO BE UPLOADED TO CONCUR TRAVEL REQUEST

H]a]b[˙cZ±bHˈfbU˙jcbU˙HfUj Y˙FYei Yg‖g. For international travel requests, faculty, staff, and students should request approval for their travel as early as possible so that approval takes place prior to purchasing flights and making other hotel and transportation arrangements. Every effort should be made to submit a completed: 1) Concur Travel Request AND 2) International Travel Authorization Form, at least three weeks prior to travel. However, in accordance with Technical Letter 2014-01, you should allow 30 days or more prior to travel to a country determined to be a CSURMA "War Risk" country, which requires approval from the CSU Systemwide Risk Management Office after the approval by the CSUDH President. The CSUDH President's approval is required for all international travel. The list of "War Risk" countries can be found at: https:// www.csudh.edu/rm/insurance/hazardous-countries-list

If the form is not completed correctly and submitted according to the time-line above, and if there are special safety or export control issues, it is possible that approval will not be granted.

Traveler's Information

First Name: **Last Name:**

Title/Position: **Email while traveling:**

US Cell Phone: **Foreign Cell Phone:**

If students are traveling with you, is Informed/Consent Waiver attached?   **Yes**   **No**

Emergency Contact Information

This information will be used to communicate with your emergency contact in the U.S. and/or abroad, should an emergency occur while you are traveling outside of the United States. Please include area code, city and country codes with phone numbers.

**U.S. Emergency
Contact's Name:**   **Relationship:**

**U.S. Emergency
Contact's E-mail:**   **U.S. Emergency
                                                                         Contact's Phone:**

Emergency Contact Abroad: **Relationship:**

**Emergency Contact
Abroad's E-mail:**   **Emergency Contact
                                                                         Abroad's Phone:**

**Other Emergency Contact
Information:**

Export Control:

United States laws regulate the distribution of strategically important technology, services, and information to foreign nationals and foreign countries. Export regulations help to ensure national security and advance U.S. economic interests at home and abroad. Non-compliance with federal requirements can result in fines and other sanctions. To adhere to federal export control regulations CSUDH requires its faculty, staff, and students to comply with the export control regulations of the U.S.

The California State University Export Control Manual and other resources are available from the Graduate Studies and Research Export Control website: http://www.csudh.edu/gsr/research/research-compliance/export-control/index

I have reviewed the Export Control website and regulations and confirm that I do not need an Export Control License.*   Yes   No

*Should your travel require an Export Control License, please note that it can take several months for that application to be reviewed, depending on the federal agency. Allow yourself sufficient lead time.

Travel to CSURMA High Hazard or US Department of State Travel Advisory Level 3 or Level 4 Destination

Travelers must review both the CSURMA High Hazard Country List **and** the US Department of State Travel Advisory Level 3 or Level 4 Destination list, using the links in this section, to determine if any destination (including layovers) appears on either list. Checking either "Yes or No" will indicate that you have reviewed both lists. If any destination appears on either list, please provide additional information on page 2.

CSURMA High Hazard and "War Risk" Country List
Note: Travel to a "War Risk" destination requires the review and approval by Systemwide Risk Management in the Chancellor's Office.

Destination on High Hazard List	Yes	No
Destination on "War Risk" List	Yes	No

https://www.csudh.edu/rm/insurance/hazardous-countries-list

U.S. Department of State Travel Advisory Levels - https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html

Destinations on U.S. Department of State list of Travel Advisories at Level 3 or Level 4?   Yes   No

U.S. Department of State Safe Traveler Enrollment Program (STEP) - https://step.state.gov/step/

Traveler enrolled in the STEP Program?   Yes   No

The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. The benefits of enrolling in the STEP program include receiving important information from the embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans. STEP helps the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency and helps family and friends get in touch with you in an emergency.

Safety Tips While Traveling Abroad

I have reviewed the "Safety Tips While Traveling Abroad" international travel orientation presentation, including the content about the specific country(ies) I will be visiting abroad that is available from the following website: Yes   No

https://www.csudh.edu/Assets/csudh-sites/rm-ehos/docs/risk-management-ehos/safety_tips_for_traveling_abroad.pdf

If travel destinations include locations on either the CSURMA High Hazard, "War Risk" or U.S. Department of State list of Travel Advisories at Level 3 or Level 4 list please describe any safety and travel precautions planned for this trip. Please be advised that travel authorization may be rescinded at any time if risk conditions change.

Funding Verification

Has funding for this trip has been verified and confirmed and will the chartfield(s) provided cover all travel expenses for the trip?   YES   NO

If no, please explain below. If alternate, non-chartfield funding will be utilized, please also describe below. Note: All travel expenses must have a funding source before the travel application can be approved.

Airports Being Used:

| **Transportation To/From** *Foreign Airport* *(select all that apply)* | Air | Hired Car | Hired Driver | Rental Car | Boat/Ship |
| | Bus | Train | Other: | | |

| **Transportation To/From** *Lodging and Site* *(select all that apply)* | Air | Hired Car | Hired Driver | Rental Car | Boat/Ship |
| | Bus | Train | Other: | | |

Airline Trip Summary

Do you have a flight itinerary?   Yes   No

Please use the fields below to enter your flight information as accurately as possible.

Outbound

| **Departure Date**: | **Departure Time:** | **From Airport:** | **Airline** | **Flight Number** |
| **Arrival Date:** | **Arrival Time:** | **From Airport:** | **Airline** | **Flight Number** |

Return

| **Departure Date:** | **Departure Time:** | **From Airport:** | **Airline** | **Flight Number** |
| **Arrival Date:** | **Arrival Time:** | **From Airport:** | **Airline** | **Flight Number** |

Lodging/Accommodations

Where will you stay during your trip?:   Private Residence   Hotel   Other:

Lodging Name: **Phone:**

Lodging Address:

Additional Lodging Locations?   Yes, info below   No

Lodging Name: **Phone:**

Lodging Address:

Facility Details

Facility Name: **Type of Site:**   Urban   Rural   Both Urban & Rural

Facility Site Location: **Facility Point of Contact:**

By submitting this, I certify that this accurately reflects information related to my University travel. If any dates, locations, or plans change, I will report the updated information to the appropriate administrators in my department and will submit a new Travel Request in Concur.