

Non-Employee International Travel Request

** For AP use Only **

Encumbrance No. E

Section 1 - Purpose
Non-Employees authorized to travel internationally on official Rowan University business.

Section 2 - Traveler's Information

Date: _____ Title: _____ Banner ID #: _____
 Traveler's Name: _____ Email: _____ Phone #: _____
 Mailing Address: _____ City: _____ State: _____ Zip Code: _____
 Admin. Asst.: _____ Admin. Asst. Banner ID #: _____ Admin. Asst. Phone: _____
 Admin. Asst. Email: _____ Dept. Name: _____ Dept. Building: _____

Section 3 - Destination, Purpose & Requirements

Destination City & Country: _____ [Department of State Travel Advisory](#) RISK LEVEL: _____
 Conference/Activity Name: _____ Conference/Activity Dates: _____
 Reason for Travel: _____ [Export Control CITI Training](#) and [International Travel Checklist](#) must be completed.
 (Attach CITI Certificate and Checklist with Travel Request Form).
 If Reason for Travel is "Other", contact eccontrols@rowan.edu to determine if Export Control requirements will be exempt. If exempt, faculty/staff supervising the student(s) will complete the checklist and training.
 I acknowledge that I have read and agree to the policies and procedures of the [International Travel Policy and Guidelines](#).
 Federally funded International Travel: please review [OSP Fly America Act Procedures](#)

Section 4 - Estimated Travel Expenses **(For more information please visit: [Travel Policy](#))**

Date		Items	Description of Estimated Travel (In Detail) <small>(Examples: Airline Name, Hotel name, Conference, Registration, Per Diem)</small>	Estimated Cost
From	To			
		Mileage	Miles @	
Please note: Meals included as a part of the registration fee will be deducted from the per diem payment. Foreign Per Diem Rates: Foreign per diem Rates IRS: Standard Mileage Rates				Estimated Travel Expenses

Section 5 - Traveler Consent (Print and Sign) **Travel Requests must be approved 4 weeks prior to departure.**

I hereby certify that:
 This travel request is an estimate of expenses that will be incurred while travelling on official Rowan University Business. I understand the Department of State Travel Advisory risk level. I acknowledge that I have read and agree to the policies and procedures of the International Travel Policy and Guidelines. I have reviewed the OSP Fly America Act procedures. I have completed the Export Control Programs.

Traveler Signature: _____ Date: _____ Amount Requested: _____

Section 6 - Accounting Information

Index #	Fund #	Organization #	Account #	Program #	Amount

Account # 7215 is used for mileage expense.
 Account # 7216 is used for employee travel and all other travel expenses (example: tolls, parking, registration, hotel and airfare).
 Account # 7217 is used for student travel.

Approved Amount to be Encumbered: \$ _____

Section 7 - Appropriate Approvals (Print and Sign)

Department Head: _____ Date: _____ Amount Approved: _____
 Division: _____ Date: _____ Amount Approved: _____
 Export Control: _____ Date: _____
 Accounts Payable: _____ Date: _____