

Student International Travel Request

** For AP use Only **

Encumbrance No.
E

Section 1 - Purpose
 Students 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 econtrols@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: _____
 Study Abroad Office (Approval is required for students): _____ Date: _____
 Export Control: _____ Date: _____
 Grants: _____ Date: _____
 Accounts Payable: _____ Date: _____