



CSUDH International Travel Authorization Form

Supplemental Form to be attached to the University/Foundation Travel Request Form

Timing of International Travel Requests: 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) Travel Request Form 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:	<input type="text"/>	Last Name:	<input type="text"/>	
Title/Position:	<input type="text"/>	Department/College	<input type="text"/>	
E-mail while traveling:	<input type="text"/>	Traveler's Foreign Cell Phone:	<input type="text"/>	
Traveler's U.S. Cell Phone:	<input type="text"/>			
Traveler Status:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Volunteer
For Student Traveler:	Informed/Consent Waiver Attached?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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.

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:	<input type="text"/>	Relationship:	<input type="text"/>
U.S. Emergency Contact's E-mail:	<input type="text"/>	U.S. Emergency Contact's Phone:	<input type="text"/>
Emergency Contact Abroad:	<input type="text"/>	Relationship:	<input type="text"/>
Emergency Contact Abroad's E-mail:	<input type="text"/>	Emergency Contact Abroad's Phone:	<input type="text"/>
Other Emergency Contact Information:	<input type="text"/>		

Purpose of Travel: Attending Conference Student Recruitment Paper Presentation Other

Travel Destination and Dates - Include all Regions, Cities and Towns

Date of U.S. Departure:	<input type="text"/>	Date of Return to U.S.:	<input type="text"/>
Destination City:	<input type="text"/>	Destination Country:	<input type="text"/>

Additional Destinations? If "YES" include information below Yes No

Additional Destination:	<input type="text"/>	From Date:	<input type="text"/>	To Date:	<input type="text"/>
Additional Destination:	<input type="text"/>	From Date:	<input type="text"/>	To Date:	<input type="text"/>
Additional Destination:	<input type="text"/>	From Date:	<input type="text"/>	To Date:	<input type="text"/>

Is any travel to the additional destinations listed above for personal travel? If so, please provide details below. Yes No

Airports Being Used:

Transportation To/From Foreign Airport
(select all that apply)

Air	Hired Car	Hired Driver	Rental Car	Boat/Ship	Bus
Train	Other	<input type="text"/>			

Transportation To/From Lodging and Site
(select all that apply)

Air	Hired Car	Hired Driver	Rental Car	Boat/Ship	Bus
Train	Other	<input type="text"/>			

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 3.

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

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

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

U.S. Department of State Safe Traveler Enrollment Program (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.

<https://step.state.gov/step/>

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

http://www.csudh.edu/Assets/CSUDH-Sites/RM-EHOS/docs/risk-management-ehos/Safety_Tips_for_Traveling_Abroad.pdf

Lodging/Accommodations

Private Residence

Where will you stay during your trip?:

Hotel

Other

Lodging Name:

Lodging Address:

Lodging Phone:

(include city and country code)

Additional Lodging Locations?

Yes

No

If "YES", include information below

Additional Lodging Name:

Additional Lodging Address:

Additional Lodging Phone:
(include city & country code)

Facility Details

Facility Name:

Facility Site Location:

Facility Point of Contact:

Type of Site: Urban Rural Both Urban and Rural

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrival Date:	Arrival Time:	From Airport:	Airline	Flight Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Return

Departure Date:	Departure Time:	From Airport:	Airline	Flight Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Arrival Date:	Arrival Time:	From Airport:	Airline	Flight Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

This information accurately reflects information related to my University travel. If any dates, locations or travel information changes, I will report the updated information to the appropriate administrators in my department and to risk management for foreign travel insurance purposes.

Traveler's Signature

Date

Recommended for Approved by:

AVP/Dean

Date

Provost/Vice President

Date

This Supplemental Travel Authorization Form is to be attached to the University/Foundation Travel Request Form