Foreign Travel Checklist

This form must be completed and accompany the Request for Foreign Travel form at least 30 days in advance.

- Funding account number, account name, and amount funded
- Detailed proposal including approximate costs, the purpose of the trip, and the benefit to the state/university
- Detailed day by day itinerary with anticipated outcomes
- If there will be any personal time included on the trip
- Statement to explain how your teaching assignments will be covered while on the trip
- Export Control Screening form
- Provide hotel information
- Provide a budget for your entire trip
- TrainTraq Transcript with the following training completed within that last year:
  - International Travel Safety: Safe Passage
  - Export Controls & Embargo Training – Basic Course
- If traveling with students, a complete list of all students going with you

Traveler Name