

PART I - To be completed by each faculty/staff/student traveling

Traveler Information	Name	<input type="text"/>	Employee ID Number	<input type="text"/>
	Phone	<input type="text"/>	Campus Address	<input type="text"/>

Destination Information*	Location	<input type="text"/>
	Date & Time of Departure	<input type="text"/>
	Date & Time of Return	<input type="text"/>

Purpose of Travel:

Transportation Method: (Check all that apply.)

Air *Name:*

Personal auto

Enterprise rental car

Estimated Costs: (in US Dollars)

Airfare	<input type="text"/>
Rental Car	<input type="text"/>
Personal Car	<input type="text"/>
Lodging	<input type="text"/>
Per Diem/Meals	<input type="text"/>
Conference Fees	<input type="text"/>
Miscellaneous <i>(Taxi, shuttle, parking, tolls, internet)</i>	<input type="text"/>
TOTAL ESTIMATE	<input type="text"/>

For rate information and explanation, please consult <http://www.clarion.edu/faculty-staff/travel-information/#perdiem>

I certify that these estimated costs are accurate to my knowledge as of the date of application and the trip is for University business. I further certify that if my personal automobile is used for University business during the period of travel claimed, insurance coverage was in affect to comply with the Pennsylvania Motor Vehicle Financial Responsibility Law (Act 1984-11). I certify that because I am traveling internationally, I have read and understand the export control laws, <https://asa.secure.passhe.edu/ExportControls/Pages/Export-Controls-Home.aspx>, as they relate to my travel on behalf of Clarion University.

Traveler's Signature **Date**

***Travel to current or recently embargoed nations like Cuba, Iran, North Korea, Syria and Sudan will require full review by Clarion and PASSHE administrators.**

Part 2 - International Travel Questionnaire/Export Control [International Travel and Export Control FAQ](#)

Export control is the US Government regulation that controls the transfer of information, commodities, technology, technology and software considered to be strategically important to the US in the interest of National security, economic and/or foreign policy concerns. The US government restricts the release of certain information to foreign nationals (deemed export) as well as the software, technology and services out of the US (export). Please answer the following questions for Clarion to determine whether your University business for this trip will require an export control license. A complete FAQ list of export control policies can be found at: <https://asa.secure.passhe.edu/exportcontrols/Pages/Export-Controls-Home.aspx>.

1) Will your international travel involve collaborations, meetings or business transactions with foreign nationals? yes no

1a. If yes, please attach a separate sheet with names and contact information for each individual with whom you are meeting.

2) Will your international travel take place to conduct research? yes no

2a. If the answer to question 1 is NO, please skip to question 5.
 2b. If the answer to question 1 is YES, please answer questions 3 and 4.

3) Is your research considered:
Fundamental research (any basic or applied research in science or engineering, the results of which are ordinarily published and shared broadly within the scientific community)

OR

Applied research (involving foreign national faculty; involving export restricted science (defense, missiles chemical and biological weapons, nuclear technology); controlled technology from outside the US; field work outside US; presenting research results at an international conference; transfer of project information to or receipt of financial support from foreign national

4) Will your travel require taking any toxins, genetic elements of toxins, controlled biological material, chemicals/compounds? yes no 4a. If YES, please contact the export control officer at aesterhuizen@clarion.edu for additional questions.

5) Will you be taking Clarion scientific or electronic equipment (Clarion University, personal or other)? yes no

5a) Some proprietary software, encryption software, or other complex software may require review by the University Technology Officer. Below are common electronic travel items that may be taken abroad that do not require an export control license (**THIS DOES NOT APPLY TO TRAVEL TO CUBA, IRAN, SUDAN, SYRIA and NORTH KOREA**). If YES is selected above, please check all equipment that applies:

- | | |
|-----------------------------|----------------------|
| Dell Laptop (no encryption) | Garmin GPS |
| Mac Laptop | Bitlocker encryption |
| Iphone/Ipad | GoPro cameras |
| Flash drive | Other: _____ |
| Android cell phone tablets | |

ANY EQUIPMENT OR SOFTWARE WILL BE ROUTED THROUGH THE UNIVERSITY TECHNOLOGY OFFICER FOR APPROVAL.

