

Eastern Michigan University International Travel Funding Approval Form

**(This completed and signed form must be uploaded with your Concur Online Travel Request)
Request must be submitted at least 60 days prior to travel dates**

Traveler _____ **Job Title** _____

Department/Office _____ **Phone** _____

Email _____ **Date** _____

Destination _____ **Travel Dates** _____

Please complete the following and submit with your Concur Request:

For conference travel: Attach abstract of paper, conference acceptance email or letter and the schedule/information regarding the conference.
 Rationale for why this international conference is the best place to present this research (provide in box below).
 For research travel: Rationale for why international travel is required for your research. (provide in box below).
 Indicate how your classes will be administered in your absence, if applicable. (provide in box below).

Itemized funding of trip (signed authorization from all funding sources required prior to travel approval)

Department Name	Fund	Org Code	Amount	Authorizing Signature

Total cost of trip: _____ Date _____

By signing this form, I am indicating that "I understand that international travel may have direct implications for me and the University under export controls. I have consulted the EMU export control website in making travel arrangements and agree to abide by all export laws and regulations." (As described on the following website: <http://www.emich.edu/research/compliance/export-controls/index.php>)

Traveler's Signature _____