INTERNATIONAL TRAVEL APPROVAL FORM: Travel Abroad
(Complete in compliance with University Policy 100)
Western Carolina University
(Revised, June 2022)

Complete this form when traveling abroad on 1) university business; or 2) when transporting university-owned equipment or data during personal travel (attach additional pages if necessary).

Faculty/Staff Information:

Name _____   Department _____
      First   MI   Last

Travel Information:

Date you will begin travel _____   Date of return _____

Did you use a travel agent? Y ☐   N ☐   *If yes, please complete the following:*

Name of Agency _____   Name of Agent _____

Phone number (____)_____

List the travel details below, including sites visited, universities/colleges, and companies/entities, events/speakers/activities. Attach a full itinerary including accommodations.

Date	Country	City	University/Company/Speaker/Activity	Accommodations

List the names and contact information of all individuals with whom you will visit or work with while abroad.

Name	Affiliation	Business Address

Health and Safety Information:

Emergency contact information (Do not list spouse or other family members if they will be traveling with you):

Name _____   Relationship to you _____

Phone number(s):
Home (___)_____ Work (____)_____Cell (____)_____

Traveler Enrollment Program
Please enroll in the U.S. Department of State Smart Traveler Enrollment Program (STEP) https://step.state.gov/STEP/Pages/Common/Citizenship.aspx The 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. You receive important information from the Embassy about safety conditions in your destination country. The STEP helps you make informed decisions about your travel plans, and helps family and friends get in touch with you in an emergency.

International Business Travel Insurance Plan
All Western Carolina University employees traveling abroad on official university-related business are highly recommended to enroll in the GeoBlue travel insurance program https://www.geobluetravelinsurance.com/. The insurance cost is paid by WCU employee or responsible department. Please contact the Office of International Programs and Services at international@wcu.edu or 828-227-7497 for inquiries.

Travel Alerts and Warnings
Please check the U.S. Department of State for travel alerts and warnings prior to travel

https://travel.state.gov/content/passports/en/alertswarnings.html

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Checklist for International Travel with University Owned Equipment - If you are not traveling with University Owned Equipment you do not need to complete this section

University owned equipment includes items, components, prototypes, and materials including laptops, tablets, cell phones and other digital storage devices. An export license may be required to transport equipment abroad, depending on the type of item or the content contained in the digital storage device and the country to which it is being taken.

This checklist summarizes the requirements for an export license exception for temporary international transport of university owned equipment for university business.

If you are taking any university owned equipment that incorporates information or software code designed for use in/with satellites, spacecraft, or other defense articles that is not already in the public domain, you may not use this temporary license exception. Please contact the Office of Research Administration for further assistance prior to your travels.

Please answer the questions below. If you have multiple items, please complete this checklist for each individual item.

1. Will the item be hand-carried/checked in baggage?	☐ YES ☐ NO
2. Will the item remain under your effective control while abroad?	☐ YES ☐ NO
3. Will the item be returned to the US within 12 months or be consumed or destroyed abroad?	☐ YES ☐ NO
4. The item will not be hand carried, shipped, or re-transferred to any of the following countries: Iran, Syria, Cuba, North Korea, Sudan, Belarus or Russia?	☐ YES ☐ NO
5. Is the encryption code contained in the item or software limited to that found in commercially available items?	☐ YES ☐ NO
6. Will this item be used primarily as a "tool of the trade" to conduct university business?	☐ YES ☐ NO
7. Will you remove all locally stored data from your laptop/phone/tablet and work only from a web brower to access OneDrive and email?	☐ YES ☐ NO

If you have answered **YES** to Questions 1-7 and your equipment does not contain proprietary or restricted ITAR technical data, is not designed for use with satellites or spacecraft, or is not otherwise regulated as a defense article, then you are eligible to take the item abroad under License Exception TMP. Please list the items on page 2.

If you have answered **NO** to any of these questions, please contact the Office of Research Administration for further assistance in determining whether a license is required.

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Checklist of International Travel with University Owned Equipment

University Owned Items/Equipment (attach additional sheets if necessary):

Item Description	Brand	Model	Serial #	WCU Green Tag

University Owned Sensitive or Technical Data Sensitive data (Yellow or Higher per the Data Handling Procedures) includes most personally identifiable information such as social security numbers, driver's license number, protected health information, etc. Technical data includes blueprints, repair or operational manuals for controlled technology, etc.

Prior to your trip, you should remove all university owned sensitive or technical data from your physical device (both university-owned and personally owned) and transfer it to OneDrive. If you need to bring university sensitive or technical data on your trip, please list the type of data below:

By my signature below, I certify:

1. I will take the equipment listed above ONLY as tools of the trade for the conduct of university business;
2. I will return the equipment to the US no later than 12 months from the date of export unless they are certified to have been consumed or destroyed by me;
3. I will maintain the equipment under my effective control while abroad;
4. I will not take the equipment to Iran, Syria, Cuba, North Korea, Belarus, Russia, or Sudan;
5. I will not take any equipment or software incorporating strong encryption source code outside of the United States.
6. I will remove all locally stored data from my laptop/phone/tablet and access emails and files only from a web based browser or app while travelling.

_____   _____

Traveler's Signature   *Date*

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Approval for Travel

Supervisor Approval:

Immediate Supervisor   *printed name*   *signature*   *date*

Dean/Vice Chancellor   *printed name*   *signature*   *date*

Visual Compliance Approval:

Visual Compliance met   Visual Compliance Staff Member   *date*

☐

Provost Approval:

Travel fully approved

☐

days to self-quarantine

Travel approved with condition: Approved to return to campus after self-quarantine period

☐

Travel Denied   Reason for denial:

☐

Provost Signature   date