

Office of the Provost Request for Authorization of Out-of-Country Travel

This request must be approved by the Office of the Provost.

Once approved, it will be sent to the Controller's Office. This approved form must be received at least fifteen (15) working days before the start of travel. All blanks must be completed. This form should be typed or printed legibly, and forwarded to Virginia Hosono, Brodschi Hall.

UofL E-mail: Department Contact Name:

Date of Request: Phone:

Employee Name:

Department:

Position Title:

Destination:

Departure Date: Return Date:

Do any dates include personal time? If so, list dates:

Purpose of Trip:

How will your University responsibilities be covered during your absence? List person(s) covering:

Funding Sources(s): Must be initialed by person with account authority.

Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Acct. #:	<input type="text"/>	Amount:	<input type="text"/>	Approved by:	<input type="text"/>
Total estimated cost of trip:			<input type="text"/>		<input type="text"/>

I certify that it is necessary for the employee named above to make this trip on official business connected with the duties of his/her position.

Person Requesting Approval

Date: _____

Department Head or Supervisor

Date: _____

Dean

Date: _____

Provost or Designee

Date: _____

Print Form

EMPLOYEE INTERNATIONAL TRAVEL

RELEASE AND ASSUMPTION OF RISK

WHEREAS I, _____, of _____ (department) intend to participate in an international activity at _____ from _____ to _____; and

WHEREAS I have read any program materials and had the opportunities to make inquiry about the program including type of facilities, healthcare, housing, food, transportation and personal safety conditions expected in the locale, the types of activities and physical requirements necessary for successful participation, and consult the Center for Disease Control (CDC) and U.S. Department of State web sites (<http://www.cdc.gov/travel/> for CDC; http://travel.state.gov/travel_warnings.html for State Department).

WHEREAS I understand that I am free to utilize transportation provided via the University of Louisville or to choose a mode of transportation independent of that provided by the University at my own risk and expense;

NOW THEREFORE, in consideration of my being offered the opportunity to participate:

1. I voluntarily and willingly participate and represent that I am medically fit to engage in the international activity and travel. I further agree voluntarily to assume all risks including for accident, illness or damage to my person or property to the extent not covered by Worker's Compensation insurance, University group benefits, or liability of third parties.

2. I acknowledge that foreign travel may entail risks of personal and/or bodily injury including death and property loss, including those resulting from kidnapping, criminal activity, war, terrorist attacks, lack of access to health care, food or beverage contamination, public health problems, and unsafe local transportation. I also understand that some foreign facilities may not meet United States disability access standards.

3. I acknowledge that the University shall have authority to cancel or terminate the travel and related on-site activity in accordance with its policies or best judgment including a cancellation in consideration of international or political developments and/or State Department travel warnings.

4. I understand that I am personally responsible for all my visa, public health and customs compliance, and that if I am not a U.S. citizen or permanent resident alien, reentry to the United States may not be automatic.

I have carefully read this document with the opportunity to consult an attorney if I wish. I understand and agree to be bound accordingly.

Signature of Participant

Date

Signature of Witness

Date

Emergency Contact

Street Address

City/State/Zip

Phone

EMERGENCY INFORMATION SHEET

For Out of Country Travel

Submit completed sheet to Virginia Hosono, 101 Brodschi Hall, Belknap Campus

Print Form

Your Name as it appears on your passport Attach copy of your signed passport to this form.

Dates of Activity:

From:

To:

Countries and cities visiting:

Country:

Country:

Country:

City:

City:

City:

Emergency Contact - Department:

Name:

Phone- Work:

Phone- Home:

Name:

Phone- Work:

Phone- Home:

Emergency Contact - Personal/Other:

Name:

Relationship:

Phone:

Name:

Relationship:

Phone:

Lodging Information: Please include street address and city of lodging

Name

Phone:

Dates:

Name:

Phone:

Dates:

Name:

Phone:

Dates:

Air Itinerary: Copy of e-ticket or itinerary must be attached instead of completing this section. Attach additional pages as needed. (If you are traveling from country to country while abroad you must provide those details as well.) If you are requesting travel to a travel warning/ CDC Travel Health warning country additional steps are required. Please see UofL's travel warning policy for details: <http://louisville.edu/studyabroad/policies/travel-warning-policy>

All paperwork must be returned to Virginia Hosono, including:

- Request for Authorization for Out of Country travel
- Release and Assumption of Risk
- Overseas Emergency
- Travel Certification
- Itineraries for all countries while traveling abroad
- Copy of Passport photo and signature page

International Travel Guidance

The University of Louisville encourages its faculty and staff to participate in international activities and promotes the development of opportunities for international study and research. Travel outside the U.S. can also present legal issues for faculty and staff. While most travel does not constitute an export control problem, it is important for international travelers to consider the legal implications of where they are going, what they are taking, and who they will be associating with while abroad.

In particular if you are traveling with your laptop or any other electronic devices these items along with the underlying technology, any data on your device, proprietary information, confidential records, and encryption software are all subject to export control regulations. Additionally, most governments have regulations that permit the seizure of travelers' computers and the review of their contents. For example, U.S. customs has the right to inspect your laptop as you go through border security, including at U.S. airports. Reasonable suspicion of any crime or wrongdoing is not needed for U.S. customs to search a laptop or other personal electronic storage device at the border.

China's web of encryption regulations are also a good example of importation restrictions which have the potential to ensnare unsuspecting foreigners using their laptops or mobile phones in country. Under the Regulations for the Administration of Commercial Encryption ('Encryption Regulations'), adopted in 1999 by China's State Council – the highest organ of the state – the manufacture, use, sale, import, or export of any item containing encryption without prior government approval may lead to administrative fines, the seizure of equipment, confiscation of illegal gains, and even criminal prosecution.

Most importantly, **do not travel to conduct research or educational activities in embargoed countries without first checking with the Export Control Officer.** Please reference OFAC's Sanctions Program and Country Summaries for the most current list.
<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

Before leaving the US, it is important to consider **what** you are taking, **where** you are going, **who** you are working with, and **why** the end-users are collaborating with you. Taking the following precautions will help you prepare:

- Know who you are dealing with and why they are working with you
- Fully remove export-controlled information, technical data, and software from your laptop prior to leaving the U.S.
- Do not take the only copy of data or information you cannot afford to lose

If you have any questions or need more detailed information about this topic, please contact the Export Control Officer at will.metcalfe@louisville.edu or 852-1708.

University of Louisville Travel Certification

By signing this document, I confirm that I have read the attached international travel guidance document and understand my responsibilities regarding the transfer of controlled items, commodities, equipment, technology, and technical data when traveling internationally.

Certifier's Printed Name

Certifier's Signature

Date

Technical Data – Technical data includes technical specifications, plans, blueprints, etc. Technology is "released" for export when it is available to foreign nationals for visual inspection (such as reading technical specifications, plans, blueprints, etc.); when technology is exchanged orally; or when technology is made available by practice or application under the guidance of persons with knowledge of the technology.