

**Traveler Information**

OSU ID \_\_\_\_\_ Traveler's Name \_\_\_\_\_ School/Unit \_\_\_\_\_

**Business Purpose – What is the business purpose to OSU (when, where & why)**
**Travel Information**

 Will you be taking students? **Y**\_\_ **N**\_\_ If yes, please fill out the location information on the Clery reporting form if required- \* Link below  
 If so, list students names here: \_\_\_\_\_

 Is this International Travel? **Y**\_\_ **N**\_\_

 If yes, my signature on this form indicates I WILL register this trip and itinerary with the OSU International Travel Registry  
 If yes, do you have a foreign authorization form signed by OSRAA? **Y**\_\_ **N**\_\_ **N/A**\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_ Additional information about trip (personal dates, etc) \_\_\_\_\_

**Per Diem Rates**

City/Location	State/Country	Meals	Lodging	From	To
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Costs to Index**
**Accounting**

	\$ Amount	Notes:
<b>Transportation</b>	_____	
<b>Meals</b>	_____	
<b>Registration</b>	_____	
<b>Lodging</b>	_____	
<b>Other</b>	_____	
<b>Total Estimated Costs</b>	_____	

Total Approved: \$ _____		
Can maximum be exceeded? <b>Y</b> __ <b>N</b> __		
Index	Activity Code	Total \$ Amt
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Approvals/Signatures**

\*\*Fill in appropriate areas\*\*

Traveler Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

 OSU International Travel Registry:  
<https://international.oregonstate.edu/international-travel>

 \* **Clery Reporting form link**  
 Reporting requirements outlined on link

 Per Diem Tables:  
[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_us](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_us)  
[http://oregonstate.edu/fa/businessaffairs/travel/tres/per\\_diem\\_foreign](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_foreign)