

<b>1</b>	Employee Name: _____ Title: _____ Department: _____ Business Center: _____
<b>2</b>	Date of Trip: _____
<b>3</b>	Trip Destination: _____
<b>4</b>	Purpose of business trip: <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<b>5</b>	<p><b>Dean, Director, Department Head, or PI Approval</b></p> <p>The above individual is approved to take the business trip as described above. I certify that this trip is necessary and that the required funds are available for expenditure.</p> <p>_____ Signature Printed Name Date</p>
<b>6</b>	<p><b>Prepared by:</b></p> <p>_____ Signature Printed Name Date</p> <p>Department: _____ Phone: _____</p>
<b>7</b>	<p><b>OSRAA Approval (Pre-approval for international trips on grant funds)</b></p> <p>_____ OSRAA Signature Index Account Code Activity Code</p>
<b>8</b>	<p><b>Notes</b></p>    

**Instructions**

(See OSU Travel handbook for complete OSU Travel Authorization form instructions)

1. Name of employee as it appears in Banner.
2. Show dates of arrival and departure from official station.
3. Give destination of proposed trip.
4. What is the purpose of the trip.
5. Approval signature certifying that the trip is necessary and funds are available to cover the resulting expenses. The person who is traveling may not sign his/her own authorization form.
6. Include name, phone number, and department of the person processing form. This is needed in case more information is required and for proper return of the approved form.
7. Specify the index, account code, and activity code. Pre-approval is required from the Office for Sponsored Research and Award Administration (OSRAA) for all international travel on grant funds.
8. Include any notes specific to this Foreign Travel Authorization.

**Routing Instructions: Once approved by the department, send the completed form to: [osraa@oregonstate.edu](mailto:osraa@oregonstate.edu)**

312 Kerr Administration Building, Corvallis, OR 97331

Tel: (541) 737-4933 | Fax: (541) 747-3093 | Email: [osraa@oregonstate.edu](mailto:osraa@oregonstate.edu)

All OSU faculty, staff and students traveling on behalf of the university are required to register their international travel using the [central Travel Registry](#).

Registering travel triggers enrollment in the Travel Accident & Sickness Plan.