

1 Name: _____ Title: _____
 OSU ID: _____ Department: Marine Mammal Institute Business Center: AMBC
 Email: _____ Phone Number: _____

2 Date of Departure: _____ Date of Return: _____

3 Destination(s): _____

4 Business Purpose:

5 Funding Source/Project Name: _____
 Will you be seeking reimbursement from OSU? _____
 Will part or all of this travel be funded/reimbursed by an outside sponsor? If yes, please explain.

6 **Will your trip involve foreign travel?** Yes No **Have you registered your trip with Risk Management?** Yes No
 If your trip is international, then you *must* register your trip with the OSU Division of International Programs at <http://international.oregonstate.edu/international-travel>. Supplemental insurance will be automatically applied. Students should inquire with their PI about an index. (Note: Evacuation insurance is not provided in sanctioned countries. You may purchase an additional "war risk policy" through Risk Management.)
OSRAA Approval (OSRAA approval is required for international trips on federal grant or contract funds prior to booking airfare. Please work with MMI administrative staff prior to making foreign travel arrangements.)
 OSRAA Accountant's Signature _____ Index _____ Account Code _____ Activity Code _____
 Notes: _____

7 **Dean, Director, PI, or Major Professor Approval**

- Principal Investigators: Self-determine if Director's signature is required
- Faculty Research Assistants: Get Principal Investigator's signature
- GRA or GTAs: Get approval from your major professor
- Volunteers: Get Principal Investigator's signature
- Administrative Staff: Obtain Director's signature
- On rare occasions, the Associate Dean may need to approve travel. PIs should instruct the admin staff whether this is a requirement.

The above individual is approved to take the business trip described above. I certify that this trip is necessary and that the required funds are available for expenditure.

Signature _____ Printed Name _____ Date _____