



Personal International Travel Request Form

* Indicates a required field

SECTION A: TRAVELER INFORMATION

Last Name * _____ First Name * _____

myWSU ID * _____ Title (if applicable) _____ Dept/Unit (if applicable) _____ Supervisor (if applicable) _____

SECTION B: GENERAL TRAVEL INFORMATION

Dates of Travel: * _____

List all countries you will visit. *	Countries you will visit:
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Describe your specific travel plans, including reason for travel, in detail: *

SECTION C: WSU ITEMS, EQUIPMENT, SERVICES, OR CONTROLLED INFORMATION

1. Please provide a list of any WSU data/information/materials/equipment/etc. you plan to take on your trip: *

2. Please provide a list of any electronic devices, either university owned or personal, you plan to take on your trip: *

3. Please provide a list of any needed access to university files, folders, servers, network, etc. you would like during your trip: *

4. Do you anticipate or expect accessing or working on any proprietary, confidential, or export controlled information or technical data, such as work that is currently operating under a TCP or deemed proprietary by NDA or contract, while abroad (including within e-mail)? If yes, please explain: *

I certify that all information contained in this document and any attached documentation is complete and correct. I understand that the submission of false information is grounds for the denial of my travel request and may subject me to disciplinary action.

Type your name to sign electronically

Date

**TO SUBMIT FOR REVIEW, PLEASE E-MAIL
THIS COMPLETED FORM AS AN ATTACHMENT TO
travelcompliance@wichita.edu**