



<b>1</b>	Traveler Name: _____ Title: _____ Department: _____ Business Center: _____
<b>2</b>	Date of Departure: _____ Date of Return: _____
<b>3</b>	Trip Destination(s): _____ Index: _____
<b>4</b>	Business Purpose of trip: _____
<b>5</b>	<b>REQUIRED: Principal Investigator Approval (OR Dean, Director, Department Head)</b> The above traveler 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. _____ Signature (Digital signatures accepted Adobe and DocuSign)      Printed Name      Date
<b>6</b>	<b>Prepared by:</b> _____ Printed Name      Date
<b>7</b>	<b>OSRAA Approval (Verify sponsor prior approval is not necessary or sponsor prior approval is documented)</b> _____ OSRAA Signature
<b>8</b>	<b>All international trips should be registered with OSU Division of International Programs at <a href="http://international.oregonstate.edu/international-travel">http://international.oregonstate.edu/international-travel</a></b> <b>Notes:</b> _____

**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. Specify the index for the project supporting the travel costs.
4. Detail the business purpose of the trip.
5. Approval signature certifying that the trip is necessary and funds are available to cover the resulting expenses.
6. Include name of the person processing form. This is needed in case more information is required and for proper return of the approved form.
7. 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)**