

ODU RESEARCH FOUNDATION (RF) TRAVEL CHECKLIST FOR ATA APPROVAL

ATA # assigned

PLEASE COMPLETE AND SUBMIT TO YOUR GCA

1. Name of Traveler

(Multiple travelers need individual forms)

ODU Employee or RF Employee
(GRA, students, Post-Docs, lab personnel, some faculty if summer direct pay)

2. To what project # will this travel be charged?

3. Please list the location of the travel

(if outside the US, prior approval from ODURF Executive Director is required)

3a. Is this foreign travel?

3b. Will you be presenting research?

Only if Foreign travel :

3c. Has an export control review been conducted on this project?

If No and it is foreign travel, please click here to complete the Export Control Form. [Export Control Checklist](#)

3d. If foreign travel, you must also receive ODU pre-approval (Chrome River) per the Faculty Handbook & ODU Foreign Travel Policy. Please check boxes below to verify you have read the policies and are in compliance.

[ODU Travel Policy](#)[Foreign Travel Policy](#)

ODU Chrome River pre-approval received and attached (ODU Employees only)

4. What are the dates of travel? Depart Return

5. What is the purpose of the travel? (if other, please explain below)

6. Briefly, how does this travel specifically benefit/relate to the project?

7. Breakdown of expenses (estimated) Source paying expenses

Airfare Paid by other source

Hotel Paid by other source

Per Diem Paid by other source

Other/Misc (Registration, gas, parking, etc) Paid by other source

Total

Rental Car # of days (if applicable)

(Anyone operating a rental car must complete a [Operating Vehicle for Business Purposes: Rental Car](#) form)[GSA Per Diem Rate Lookup](#)

(75% on travel days, 100% all other)

PI SIGNATURE:

GCA SIGNATURE:

RF EXECUTIVE DIRECTOR SIGNATURE

(Foreign Travel only):