

ODU RESEARCH FOUNDATION (RF) TRAVEL CHECKLIST FOR ATA APPROVAL

ATA # assigned

PLEASE COMPLETE AND SUBMIT TO YOUR GCA

1. Name of Traveler

(Each traveler requires a separate ATA form)

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?

Does Traveler have PHS or DOE agency funded research?

Please list the location(s) of the travel, including layover locations:

Please Note: Investigators involved in research funded by an agency that follows PHS COI regulations (e.g. National Institutes of Health), Department of Energy COI regulations, or as required by research sponsors, are required upon return to disclose information about certain travel activities that are related to their institutional responsibilities.

2a. Is this foreign travel?

If travel is outside the US, an **ATA Foreign Travel Addendum** is required for Office of Secured Research & Regulated Activities and RF Executive Director's approval. Please allow 10 business days for Foreign Travel Addendum Approval. This review process assists the faculty in avoiding federal export control restrictions on access and dissemination of research as well as controlled devices, software, and information in certain situations.

3. What are the dates of travel?

Depart

Return

4. What is the purpose of the travel?

On Site Research

Meeting (With Sponsor or Collaborator)

Conference Attendance

Other (if other, please explain below)

5. How does this travel specifically relate to the project goal(s) and objective(s)?

6. 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)

[GSA Per Diem Rate Lookup](#)*(75% on travel days, 100% all other)**(Anyone operating a rental car must complete a*[Operating Vehicle for Business Purposes: Rental Car](#) form)

7. ODU Supervisor Approval - If traveler is an ODU employee, supervisor signs below and certifies the following:

"I certify that I have reviewed the proposed plan for travel, and that it meets current University and Department guidelines."

8. ATA Project Approvals (PI and GCA Signatures Mandatory)

If applicable on an NSF award, PI certifies that the plan for safe and inclusive working environments for off-campus or off-site research has been provided to traveler prior to departure.

[Safe and Inclusion Working Environments for Off Campus or Off-Site Research](#)

PI SIGNATURE

GCA SIGNATURE

RF EXECUTIVE DIRECTOR SIGNATURE

ODU RESEARCH FOUNDATION (RF) FOREIGN TRAVEL ADDENDUM

FOREIGN TRAVEL ADDENDUM IS REQUIRED FOR ALL FOREIGN RESEARCH FOUNDATION TRAVEL

Please allow a minimum of ten (10) business days for ATA Travel Addendum approval. Executive Director approval is required PRIOR to all foreign travel.

FOR GCA/RF USE: ATA # assigned

Name of Traveler

List all planned foreign destination(s) during travel, including layover location:

If unplanned travel occurs while aboard, please notify within five (5) days of returning.

Will you be presenting research?

Please note, if research is being presented, a copy of the abstract and/or presentation should be included in foreign travel request.

If applicable, Name of Conference

Name(s) of individuals planning to meet with during travel:

Please note, if foreign contacts are made during travel, please provide business cards upon arrival back to US.

ODU TRAVEL REGISTRY REQUIREMENT

Travelers are required to register their international travel in the ODU Travel Registry. A travel waiver is required if traveling to a country of concern or restricted area. View current restrictions by country. This requirement is required for all international travel, even if it is during the summer.

Has travel been registered with the ODU Travel Registry?

EXPORT CONTROL REVIEW

Has an Export Control Review been conducted for this project?

[EXPORT CONTROL CHECKLIST](#)

An Export Control Review is required for all foreign travel. If an Export Control Review has not been submitted, please complete the Export Control Form and submit to your Grants and Contracts Administrator for review and approval.

CHROME RIVER APPROVAL

Travelers must 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)

HAND-CARRY TOOLS

Under the "Tools of the Trade" license exception, travelers can hand-carry usual and reasonable kinds and quantities of university owned equipment and software for use by employees in a lawful enterprise. Traveling with university equipment to an international destination may qualify for a "Tool of Trade" exception. Please provide the following information to determine if travel with equipment will qualify for the "Tool of Trade" exception.

Are you bringing equipment that does not fall under "Tools of Trade"?

If applicable, please list the make, model, software or data to evaluate the need for an export license.

[What Qualifies as an Exemption?](#)

ATA FOREIGN TRAVEL ADDENDUM TRAVEL APPROVAL

SECURE RESEARCH AND REGULATED ACTIVITIES

RF EXECUTIVE DIRECTOR SIGNATURE