Basic Information

Enter just the traveler’s name; the rest is automatically populated.

The same applies for the project director.

Purpose Selection

Your selection for the travel purpose will determine which detail fields are used.
Travel Items

If you've worked with this traveler on a request before, devices that the traveler brought on previous trips will be automatically included.
Submission to OGM

The traveler must always provide this certification.

If the traveler is bringing "tools of the trade", this certification is required, too.
Foreign Travel Request Work Flow

Electronic Foreign Travel Request Submission

<table>
<thead>
<tr>
<th>Department</th>
<th>Office of Grants Management</th>
<th>Office of the President</th>
<th>Operations Manager's Office</th>
<th>Other Offices</th>
</tr>
</thead>
</table>

1. **Start**
   - Submit Request

2. Notification E-Mail to OGM
   - Approve, Reject, or Add P/T/A.
   - Notification E-Mail to Department
   - Request Closed (Rejected)
   - Notification E-Mail to Department
   - Request Closed (Approved)

3. Destination on Warning List?
   - Yes: Notification E-Mail to the Office of the President
   - No: Approve?
     - Yes: Notification E-Mail to the Operations Manager's Office
     - No: Approve?

4. Taking Other Travel Items?
   - Yes: Notification E-Mail to OSP
   - No: Taking "Tools of the Trade"?
     - Yes: Notification E-Mail to Research Foundation Central Office
     - No: Request Closed (Approved)

5. Approval Notification:
   - Notification E-Mail to Department
   - Request Closed (Approved)

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