CECAS Personal Travel Policy

ENGINEERING, COMPUTING AND APPLIED SCIENCES

Purpose

The purpose of this policy is to establish clear guidelines for personal travel undertaken by faculty within the College of Engineering, Computing and Applied Sciences (CECAS) while they are receiving compensation from the University or utilizing University systems. These guidelines are designed to ensure compliance with federal export control regulations. **This policy does not apply to individuals who are traveling during periods when they are neither being compensated by the University nor accessing University systems.**

Travel Documentation Requirements

Domestic Travel

- All personal **domestic** travel must be documented with:
  - A completed **CECAS Domestic Travel Form**.
  - Form should route to their **supervisor and department chair** for signature prior to departure.
  - Supervisors are responsible for maintaining the form for departmental records.

International Travel

- All personal **international travel** must be documented with:
  - A completed **International Travel Request** routed for signatures from:
    - Supervisor/ Department Chair
    - Dean
- This form should be submitted at least **fifteen (15) business days** prior to departure.
- If travelers are bringing university-owned laptops, research data, scientific equipment, or other devices (for example: cell phones with email access) abroad:
  - An Export Control Review is required
  - Export control form must be submitted and is linked with the international travel request form above.
  - Clearance from the Export Control Office is mandatory before devices may leave the country.

Personal Responsibility

- Individuals are solely responsible for their personal travel arrangements, costs, insurance, and liabilities.
- Faculty must notify supervisors if personal travel may affect work responsibilities or timely return to campus.