

<p>INSTRUCTIONS:</p> <p>When CLACS supports international travel, we have to submit all of the information included on this form to our funder in the US Department of Education.</p>	<p>To use your CLACS grant for international travel, please send the below information to your contact at CLACS. Do not purchase travel until you have approval from CLACS.</p>	<p>Travel Approval Requests (TARs) usually take 1-2 weeks, but can take up to 30 days.</p>
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Administrative				Reports			
Project Info	Add User	Travel Requests	Performance Measure	Select, View, Submit Reports	Narratives	Budget	Report Data

International Travel Approval Request (Submit 30 days in advance of travel)

Complete all required fields for each international traveler participating in project related activities.

* Required fields

Participant name: *

Travel to or from U.S.: From U.S.

NRC funds requested for travel: * In-Country International

Type of participant: *

Purpose of travel:

Justification: * (limit 2000 characters)

Characters and Spaces:

Discipline / Field:

Country(ies): * For travel to the U.S., select the country of departure.

Select one

Select one

Select one

Select one

Select one

NRC funds requested: * \$

Fiscal year funds to be used: * 2010

(limit 2000 characters)

Detailed itemization of Title VI NRC funds e.g., travel, lodging, and meals and incidental expenses. Please refer to [GSA for domestic per diem rates](#) and [US Dept. of State for international rates](#).

Characters and Spaces:

Departure date: * (mm/dd/yyyy)

Return date: * (mm/dd/yyyy)

Comments: (limit 1000 characters)

Characters and Spaces:

■ Participant's Departure Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
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■ Participant's Return Itinerary

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
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* Please select from one of the following:

I certify that this travel request complies with the Fly America Act and/or [Open Skies agreement](#).

Grant funds are being used for overseas costs, excluding international travel.