BEFORE YOU LEAVE

Yes / No:
☐ ☐ Do you need or have sponsor approval or budgetary authorization?
☐ ☐ Does the Fly America Act pertain to your funding?
☐ ☐ Do you have your Employee Travel Authorization?
☐ ☐ Is your destination on the U.S. State Dept. Travel Warning List?
☐ ☐ Do you have Travel Insurance?
☐ ☐ Do you require a Cash Advance or Procurement Card?
☐ ☐ Have you taken care of expenses requiring Pre-Payment?
☐ ☐ Do you anticipate the need to hire an individual?
☐ ☐ Will you be taking or sending any equipment to your research location outside of the U.S.?
☐ ☐ Are you familiar with the U.S. Customs regulations regarding “cash in possession”?
☐ ☐ Does your academic department or research unit have written guidelines for you to follow?
☐ ☐ Do you have an emergency communication plan for remote site activities?

If you answer YES to any question above, please refer to the International Travel Guide or the KUCR Travel Policy. The links are provided below.

WHILE TRAVELING

- Keep a Daily Log of Expenses and Locations
- Keep ALL Receipts and document any expense for which there is not a receipt
- Remember the 5 W’s: Who, What, Why, When and Where
- Have a plan for documenting your meal expenses: per diem or actual receipts
- Have a plan for obtaining additional cash or have other banking requirements

WHEN YOU RETURN

Refer to the KU Research & Graduate Studies/KUCR Travel Policy and the International Travel Guide before filing your expense report: research.ku.edu/international_travel_KUCR_guides

CONTACT INFORMATION: Email: rgsaccounting@ku.edu

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