

TRAVEL & INTERNATIONAL TRAVEL POLICY FOR FACULTY AT THE HEALTH SCIENCE CENTER

Faculty, lab personnel, and graduate students regularly travel to scientific presentations, workshops, conferences and other education related activities. When this travel is sponsored by funds from or as part of business for West Virginia University, you must comply with the following procedures.

PROCEDURES FOR ANY TRAVEL:

1. Before you go, complete the Travel Authorization Form. As this form is regularly updated, please obtain it from the administrative staff of your department.
2. Upon your return, the same staff will provide you with forms to request reimbursement.

INTERNATIONAL TRAVEL

Travel to any destinations outside of the United States requires additional paperwork. Please begin this process at least 3 weeks prior to beginning the travel.

1. Familiarize yourself with the policies on international travel on the Export control Website: <http://exportcontrol.wvu.edu/home>. A manual outlining Export Control Compliance can be found on the Procedures page.
2. Complete the following forms that can be found under forms:
 - a. Best Practices Form
 - b. Export Control Form for International Travel
3. Email both forms along with the following information to the Export Control Office:
 - a. Full name of the event, sponsor, and website (this can be included in the body of the email)
 - b. Abstract of your presentation (send as an attachment)
 - c. CV (send as an attachment)
4. If at all possible avoid bring laptops or other electronic devices owned by WVU.

INTERNATIONAL TRAVEL TO EMBARGOED AND SANCTIONED COUNTRIES

WVU and the HSC Office of Research and Graduate Education strongly discourages travel to countries on the embargoed list (Cuba, Iran, Syria, Sudan, and North Korea) or to countries that are under a Travel Warning either by the State Department (<http://travel.state.gov/content/passports/en/alertswarnings.html>) or the CDC (<http://wwwnc.cdc.gov/travel/notices>).

Requests to travel to these countries must be made to the Export Control Office. The latter requires at least 6 months' notice to process such requests.

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