

Instructions for Travel Funding from the CHSS Dean's Office

For Domestic Travel

Please provide the following documentation:

1. **Completed Travel Request Form**
 2. **Proof of Scholarly Capacity** – Required for full-time faculty only.
 3. **Conference Program (PDF or Link)** – A conference program must be included for per diems to be approved.
 4. **Hotel Documentation** –
 - If staying at a *conference-recommended hotel*, please include documentation showing this.
 - If staying elsewhere, the **lodging per diem rate** for the conference location will apply.
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For International Travel

Please provide the following documentation:

1. **Completed Travel Request Form**
 2. **Proof of Scholarly Capacity** – Required for full-time faculty only.
 3. **Conference Program (PDF or Link)** – A conference program must be included for per diems to be approved.
 4. **Hotel Documentation** –
 - If staying at a *conference-recommended hotel*, please include documentation showing this.
 - If staying elsewhere, the **lodging per diem rate** for the conference location will apply.
 5. **Brief Letter Addressed to the Provost** – Include the purpose and details of your trip.
 6. **Export Control Screening Checklist** –
All international travelers must complete the *Export Control Screening Response Form* via Qualtrics and the *CITI Export Control Training* when submitting a Spend Authorization. The form and training are available through the University's [Global Compliance and Export Control](#) page.
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Additional Information

The [Faculty Handbook](#) section on international travel has been updated to include the new link to the Export Control Screening form.

Export control laws govern the transfer of sensitive U.S. technologies, data, and knowledge to foreign nationals or organizations to protect national security, foreign policy, and economic interests.

These laws apply even when no physical items are exported — for example, when:

- Sharing unpublished research data,
- Presenting at conferences, or
- Traveling with electronic devices containing restricted information.

Montclair's Export Control Screening Form helps determine what precautions, if any, are necessary to ensure compliance with federal law. It also assists travelers in implementing those precautions (e.g., using a “clean” laptop, encrypting devices, or maintaining password protection).

REQUEST FOR TRAVEL AUTHORIZATION

Name of traveler _____

Department _____

Destination _____

Departing Date _____

Return Date _____

Reason for travel (please be specific) _____

WILL EMPLOYEE BE ACTING IN A SCHOLARLY CAPACITY?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If so, event brochure or email showing scholarly capacity must be attached.		

ESTIMATED TRAVEL EXPENSES

Hotel (GSA or Conference Rate)	\$ _____	Per day for _____ days	\$ 0.00
Per Diem (GSA rate)	\$ _____	Per day for _____ days	\$ 0.00
Registration			\$ _____
Air, Train, Bus Transportation			\$ _____
Taxi, Mileage			\$ _____
Misc (Phone, Tips, Internet, etc.)			\$ _____
Total Estimated Costs			\$ 0.00

For international travel, please provide a brief justification addressed to the provost.

Only airfare and registration fees can be reimbursed prior to travel.

Please forward this form and supporting documentation to Joanne Caruso via hard copy or scanned to carusoj@montclair.edu.