International Travel Form - Example

TRAVEL CHARGES ON UNIVERSITY P-CARD

Employee Name: John Jones

FASGRM [Department]

# of Receipts attached: 4

INTERNATIONAL

IRS 990 Requirements - For International Travel Only:

# of Days of trip: 4

# of travelers: 1

Primary Country: United Kingdom

Second Country: N/A

Select Primary activity below.

Type '1' next to primary activity (Type '2' for secondary activity, if applicable)

- Fundraising
- Grantmaking
- Investments
- Academic Collaborations
- Alumni Relations
- Cultural Exchange
- Instruction/Teaching
- Research (incl. field work)
- Seminars & Conferences (attending)
- Seminars & Conferences (speaking and attending)
- Study Abroad/Educational Prms
- Training/Clinical Practice
- Unrelated Trade/Business

Do not combine domestic and international expenses on the same report.

For international travel, please complete required information in the box on the left.

If transaction(s) occurred in Cuba, Iran, Burma (Myanmar), Sudan, Syria or North Korea, forward this form and corresponding documents to Director of Export Control Licensing (Don Deyo).