

ORPA Foreign Travel Approval Procedure

All foreign travel charged to a sponsored research award (4000 and 6000 project/grants) needs to be approved by OPRA, and depending upon the award requirements, the sponsoring agency.

If the foreign trip is listed in the approved budget, no further OPAR approval is required.

If the trip is not listed in the approved budget, an OPAR form must be completed and sent to ORPA. Please contact the department office for this.

OPAR's must be approved by ORPA **BEFORE** the trip is taken. Please see the department office.

If foreign travel does not receive prior approval for government projects, the travel may have to be paid on one of the PI's unrestricted accounts.

ORPA has the authority to approve foreign travel requests for AFOSR, NSF, NIH, ONR, and many foundations. The normal turn around for such a request is 3 days. Depending upon the award, other Government agencies such as ARO and other DOD agencies may require a formal letter to be submitted requesting approval. We recommend that requests be submitted early, as this could be a timely process. Letters should be written by the PI to describe the nature of the trip and why it is required to complete the goals of the project. Letters should be co-signed by Michelle D. Christy and submitted to both the administrative contact (grants officer) and technical monitor at the sponsoring agency.

IMPORTANT

Government projects REQUIRE that only U.S. Flagcarrier Airlines be used!

Consult the ORPA website page

- **Grant and Contract Administration**
 - **Federal Terms and Conditions**
 - **Use of US Flag Carriers**
 - **List of US Flag Carriers**

September 18, 2006