



Retroactive International Travel Review

Exceptional Circumstance Justification & Chair/Dean Certification

Purpose

This form documents a retroactive exceptional-circumstance review for international travel undertaken without prior approval in accordance with University and Research Foundation policies and procedures. Sponsored projects may not be charged. Approved expenses, if any, may be considered only against allowable Research Support Accounts. Approval is discretionary and limited to circumstances presenting no or minimal institutional risk.

Section I – Faculty & Travel Information

Faculty Name: _____

UIN: _____

Department: _____

College: _____

Destination Country(ies): _____

Travel Dates: _____

Conference / Research Activity: _____

Project Number (if applicable): _____

Research Support Account Proposed for Reimbursement: _____

Section II – Justification for Exceptional Circumstance

1. Explain why prior approval was not obtained:

2. Describe how this travel directly supported research:

Section III – Compliance & Risk Confirmation

Investigator must review each statement below and check all boxes to confirm compliance. All items must be affirmed for the retroactive exceptional-circumstance request to proceed.

Travel did not involve restricted destinations or sanctioned entities.

No institutional agreements or commitments were executed without review.

No regulated research activities were conducted without required approvals.

No sponsor prior approval requirement was triggered.

The circumstance presents no or minimal institutional risk.

