



B A S I S

International Travel Approval Request

Please submit this International Travel Request form with your annual work plan and budget **by August 31**. Approval of the annual work plan and budget with this form attached constitutes approval of the international trips included in this form.

PLEASE NOTE: Any trip not listed on this form and submitted with the annual work plan and budget must be pre-approved separately by BASIS AMA Research Program. Any requests for additional travel not included in the annual work plan and budget must be submitted to BASIS five weeks in advance to basis@ucdavis.edu. **Any travel that is not preapproved (either via this document submitted with the annual work plan and budget or emailed preapproval request) may not be reimbursable.**

Date:

Principal Investigator:

Total Number of International Trips:

Name of Traveler(s) (if Known) or Number of Traveler(s)	Destination(s)	Travel Dates	Would you like BASIS to help arrange a meeting with USAID mission?

REMINDER: BASIS researchers are **required to use a US Flag Carrier whenever possible**. Consult the Fly America Act for a complete listing of compliance requirements and details regarding justification of use of a foreign carrier. Keep all documentation of compliance with the Fly America Act. Please also note maximum international per diems and other spending requirements. Please also submit a trip report within 4 weeks of return.

Return by email to BASIS AMA Research Program. If you have any questions, please feel free to contact us at (530) 752-7252 or basis@ucdavis.edu.