

Additional Information Page to be appended to Travel Vouchers for Foreign Travel charged (fully or partially) to Sponsored Research

Name of Traveler: _____ Project/Grant No: _____

1.) Is there money budgeted for foreign travel in the project/grant charged?

- Yes. If checked, complete the appropriate category below.
- This particular trip is mentioned in the proposal. Attach a copy of the relevant page of proposal.
- Foreign travel is budgeted but this particular trip is not mentioned in the proposal. Explain the purpose of the trip vis-à-vis the goals of the project/grant.

A rebudget for this foreign travel has been approved in COEUS.

- No. The charged project grant does not require budgeting into line items (i.e. NIH modular grants). Explain the purpose of the trip vis-à-vis the goals of the project/grant.

2.) Is there enough money in the project/grant to pay for the trip charges?

- Yes.
- No. The project/grant may not be charged for this trip.

3.) Does the trip fall within the start and termination dates of the charged project/grant?

- Yes.
- No. The project/grant may not be charged for this trip.

4.) Is the traveler the PI?

- Yes.
- No. Explain the relationship of the traveler to the project/grant.

5.) Do the terms of the project/grant require compliance with the Fly America Act? (If you are unsure, refer to the award documents.)

- Yes.
- Yes. Tickets were purchased through a Princeton certified travel agent (Anthony Travel, Boscov's Travel, Kuller/Class A Travel, Marathon Travel & Cruise Shop).
- Yes. Non-U.S. Carrier was used, but the tickets were paid for through other sources (e.g., 2XXX account, non-federal sponsor).**
- Yes. Non-U.S. Carrier was used. Complete Fly America Act Waiver Checklist located at the following link:

http://www.campustravel.com/university/princeton/Final_FAA_Waiver_Checklist_MDC.doc

- No.