

## **International Travel Support Network (TSN) Current Process FAQs**

TSN: <http://tsn.psu.edu/>

### ***What is the TSN and who should fill it out?***

The Penn State travel registry or Travel Support Network (TSN) is now active. Faculty, staff, and students traveling internationally for non-education abroad activities should fill out the TSN. Non-education abroad activities can include international travel for:

- any group travel not for credit
- club or organization travel
  - clubs also must follow guidelines for international travel at <http://www.studentaffairs.psu.edu/hub/studentorgs/InternationalTravelRequirements>
- research travel
- meeting travel
- conference travel
- any university related travel not for credit

A confirmation will be provided when the TSN is completed. Print this confirmation to include with travel expense submission after travel.

### ***What is the difference between the TSN and the Export Review Form?***

The TSN is replacing the Export Review Form. Currently the Export Review Form is being phased out as the TSN is being used. Currently only embedded course leaders need to fill out the Export Review Form, others going on international travel should all fill out the TSN instead.

### ***Do faculty leading and students on embedded courses fill out the TSN?***

Faculty leading embedded courses and students participating in embedded courses do **not** need to fill out the TSN for themselves or the group. Course leaders should continue to fill out the course proposal submission to Global Programs, and currently, all embedded course leaders and chaperones must fill out the Export Review Form. Soon the questions on this form will be built into the course proposal submission process, but currently, this form must be filled out separately.

### ***What happens if I don't fill out the TSN or Export Review Form?***

The TSN on-line confirmation or the Export Review Form emailed approval must be printed and submitted with travel expenses after traveling. If this is not included, travel reimbursement funds may be withheld from the traveler. A new international travel policy is expected to come from the President's office within the next few months which should include details about this.

### ***Do graduate students have to fill out the TSN?***

If graduate students are doing non-credit international work they should fill out the TSN. This includes any travel related to research for their assistantship (i.e. research related to a university sponsored project). If a graduate assistant is co-chaperoning an embedded course, they do not fill out the TSN, but they do currently fill out the Export Review Form. In addition, if a graduate student is registered for SUBJ 603 credits and/or is traveling to a country with a state department travel warning, they must contact the graduate school and file a request for travel: <http://www.gradschool.psu.edu/current-students/student/travel/travelpolicy/>. This form must be submitted to the graduate school at least 45 days prior to travel and approval is required BEFORE the TSN is to be completed.