

International Travel Safety 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 Safety Network (TSN) is now active. Faculty, staff, and students traveling internationally for non-education abroad activities are required by the university to 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 has replaced the Export Review Form. Anyone planning university related international travel as specified above should fill out the TSN instead of the Export Review Form.

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 **DO** continue to fill out the course proposal submission to Global Programs. Please check here for more details: <https://global.psu.edu/info/going-abroad/faculty-advisers/policies-travel/education-abroad-and-travel-safety-network>.

What happens if I don't fill out the TSN?

The TSN on-line confirmation must be printed and submitted with travel expenses after traveling. If this is not included, travel reimbursement funds will be withheld from the traveler. These travel policy details are available at <http://guru.psu.edu/policies/InternationalTravelRequirements.html>

Do graduate students have to fill out the TSN?

If graduate students are doing non-credit international travel, they **DO** fill out the TSN. If graduate assistants are co-chaperoning an embedded course or participating as students on an embedded course, they do not fill out the TSN. In addition to filling out the TSN, all graduate students doing international travel will have to register for an Emergency Preparedness Workshop before traveling. 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.