

Travel Policy and Travel Approval Instructions for Ph.D. Students 4/15/13

Travel Policy

To comply with USAID requirements and allow re-entry into the United States, students must submit a travel form and follow travel procedures outlined in this document for all international travel, regardless of the reason for the travel. The procedures are critical, because students that fail to follow them will not have the documents they need to return to the US. The iAGRI project will provide two roundtrip airfares between the US and Tanzania to support the PhD research program, these two trips include the initial travel to the U.S. Travel for personal reasons, conferences or other professional opportunity is not funded by iAGRI, with one exception. After the first year of coursework, women with children age ≤ 4 at the beginning of their program may apply for one roundtrip airfare to Tanzania for a personal visit of one month in duration any time classes are not in session. Personal trips home at personal expense, or covered by other funding sources are allowed as long as the travel procedures are followed.

iAGRI Travel Approval. All travel requires approval: submit your completed and signed **Travel Approval Form** (see page one and two) five (5) weeks before your intended departure.

US Advisor Approval Letter. All travel requires an approval letter from the US graduate advisor that indicates the student's name, dates of travel, the reason for travel, and a statement that the student is in good academic standing and travel will not set back the Ph.D program. The letter must be printed on university letterhead and signed by your US advisor. If the trip is for research, indicate very briefly (several sentences at most) how the trip fulfills PhD program objectives and whether this trip is the main research phase of the PhD project.

Instructions for Requesting Travel.

1. Email or fax copies of a) the iAGRI Travel Approval Form and b) the US advisor's approval letter five (5) weeks prior to intended departure date to iAGRI.
2. After obtaining iAGRI approval, send a) a prepaid, self-addressed FEDEX envelope b) your original DS-2019 and c) the original, signed copy of the US advisor's approval letter to Linda Walker, USAID. She should receive the packet 30 days prior to your departure date. Ms. Walker will use the prepaid FEDEX envelope to send you your amended DS-2019.

Linda Walker
E3/ED 263-T SA-44
US Agency for International Development
1300 Pennsylvania Ave, N.W.
Washington, D.C. 20523-3901

Tel: 202-567-4127

3. When departing the US, take the amended DS-2019, passport, visa, I-94, and letter of offer from your university. Do not laminate any of your documents. The small, white I-94 form (typically stapled inside your passport) **MUST** be left behind at the US border when you leave the country. This form notifies US homeland security that you have left the US. (You will have problems returning to this country if immigration does not know you left). You will receive a new I-94 when you re-enter the US. If your visa has expired, you must reapply for the visa before returning to the US.

iAGRI Student Approval Form for Travel between Dar es Salaam, Tanzania and the US

Before filling out this form, read **Travel Policy and Travel Approval Instructions for Ph.D. Students**
When finished filling out the form, print, sign and scan this form. Return to iAGRI.

Today's date (month/day/yr) _____

Student Name _____

cell phone no in US/ in Africa _____

email address in US/ in Africa _____

Visa Expiration date _____

Passport Expiration date _____

Departure City _____

Destination City _____

Intended Departure Date _____

Intended Return Date* _____

*If you are not returning to the US indicate "not returning;" If you plan to return but don't know the date, indicated estimated date, for example, "estimate July 2014." For iAGRI-funded travel requests, actual airline reservations we obtain may vary from requested dates by 1-2 days.

Type of Travel you are requesting (choose one of three options)

1. Research-related Travel funded by iAGRI GO TO PAGE TWO to complete application.

2. Personal Travel using personal funds

I, _____ am requested approval for personal travel. I understand I am responsible for all expenses associated with this trip, for sending USAID the required documentation, and obtaining an amended DS-2019 before leaving the US. My US advisor has approved this trip and will provide an approval letter.

Signature _____

3. Travel funded by iAGRI for women with children age 4 and under

I, _____ certify with my signature that I have children that were \leq age 4 at the time I began the iAGRI graduate program. I am requesting a roundtrip airfare from iAGRI for a month-long visit home. I understand I may make this request only once and that I am responsible for all other trip expenses. I understand I am responsible for sending USAID the required documentation and obtaining an amended DS-2019 before leaving the US. My US advisor has approved this trip and will provide an approval letter.

Signature _____

iAGRI approval signature for personal travel _____

COMPLETE THIS PAGE ONLY FOR RESEARCH-RELATED TRAVEL to TANZANIA

Yes/ No - I am traveling for my primary research phase

Yes / No - My graduate committee has officially signed off on my dissertation proposal

Yes /No - My US advisor has approved this trip and will provide an approval letter (see instructions)

Yes/ No - My Tanzanian advisor has approved this trip

Yes/ No - I understand I must submit an advisor-approved research proposal and budget before the research trip, and that iAGRI must approve them both before I leave.

Date that I intend to submit my research proposal and budget to iAGRI

Date

US Advisor Name _____

US Advisor email _____

US Advisor Tel no _____

Tanzanian Advisor Name _____

Tanzanian Advisor email _____

Tanzanian Advisor Cell no. _____

BRIEF DESCRIPTION of RESEARCH-RELATED TRAVEL

include locations, length of stay, activities, objectives

I, _____ am requesting travel related to my research. I understand I am responsible sending USAID the required documentation and obtaining an amended DS-2019 before leaving the US.
Student signature _____

iAGRI approval signature for research-related travel _____

Please complete the form, print the form, add your name and signature to certification sections, and scan. Email to iAGRI for approval.