

Arkansas State University (A-State)

Tier 3 International Travel Justification Form

Traveler Information:

- Traveler's Name:
- Traveler's Department:
- Traveler's Position:
- Traveler's Email:

Travel Details:

- Destination (Country or Countries to be visited):
- Travel Dates: [Start Date] to [End Date]

To

Purpose of Travel:

- Provide a detailed description of the purpose of the trip and why it is necessary for university business.

Justification for Using Your Assigned Institutional Device:

- Device Type: [Laptop, Tablet, Cell Phone] (choose from list)
Laptop Tablet Cell Phone
- Explain why it is absolutely necessary to use an institutional device abroad:

- Specific Tasks: [List specific tasks that require the use of the institutional device]

Taking Personal Devices on the International Trip:

- Do you plan to take a personal device on this trip? [Yes: Laptop, Tablet, Cell Phone; No] (choose from list)
Yes, Laptop Yes, Tablet Yes, Cell Phone No
- Will this device have institutional (A-State) data on it? [Yes / No]
- If yes, explain why it is absolutely necessary to use the personal device with institutional data abroad:

Approval Process:

- Academic Dean/Vice Chancellor Approval:
 - Name:
 - Signature:
 - Date:

ITS Security Verification:

- Device Submission Date:
- Verification Completion Date:
- Security Measures Implemented: [List of security measures such as KACE, CrowdStrike, Malwarebytes, BitLocker/FileVault encryption] (Check from list)
KACE CrowdStrike Malwarebytes BitLocker/FileVault encryption

Final Authorization:

- ITS Approval Signature:
- Date: