Requesting Approval for Foreign Travel

Below is a checklist of what is required from IES in order to receive approval for Foreign Travel. I've also included an example of a request that has already been approved so you can use it as a template.

1. Your name, current year in PIER
2. Title and abstract of what is being presented
3. Information on the conference
4. Trip budget
5. Please note that Under the **Fly America Act,** cost is not a consideration, so you should price your trip accordingly with the appropriate American airlines*
(http://www.tvlon.com/resources/FlyAct.html).

I would like to attend the Computer-Supported Collaborative Learning conference (CSCL) July 4-8, 2011 at the University of Hong Kong in Hong Kong, China. CSCL 2011 is the 9th international CSCL and it is organized by the ISLS. The conference brings together people from many different backgrounds within the collaborative learning sciences community (technical, education, policy, etc) and is a great networking opportunity (as I've found in the past). This year's theme is "Connecting CSCL to policy and practice" which I think is a theme relevant to our PIER program. My research work looks at how motivation and other dispositions affect behaviors in CSCL environments, and as such this conference is most appropriate for my work. My full paper has been accepted to CSCL and I should be giving a 15+5 minute lecture on my results to the audience most relevant to my research. The PIER IES money would likely go towards my $300-$350 registration fee and airfare ($1100-$1600) with the remainder of costs being covered by my advisor's budget.

 * Fly American Act Clarification
Note that IES (and CMU) conform to the "Fly America Act", in which US carriers must be used except in special cases (even if they are more expensive and/or slightly less convenient than foreign carriers.)

1. Not allowed: Booking a flight directly with Air France
2. Allowed: Booking a code-shared flight with an American air carrier that uses Air France (for example, you book with Delta and you see that the plane actually being used is from Air France).