CASE WESTERN RESERVE
UNIVERSITY
CASE SCHOOL OF ENGINEERING

To: Dean Ragu Balakrishnan, Case School of Engineering –NORD 500

From:

Date:
I am requesting approval for international travel to:

Where: When:

Event: Purpose:

Sponsor:

Speedtype: Grant approval (if required):

*Estimated Amount:

**Benefit to the project (if funded through a sponsored project):

By initialing each box below I acknowledge that I have reviewed, understand, and am in compliance with the following statements.

_____ 1. Devices must not contain any "Internal Use Only" or "Restricted" CWRU data. This includes synchronized data by use of third party products such as DropBox, Box, SkyDrive, Amazon Cloud Drive, iCloud, etc.
"Internal use only" data examples: https://case.edu/utech/departments/information-security/policies/internal-use-only-information-types
"Restricted" data examples: https://case.edu/utech/departments/information-security/policies/restricted-information-examples
You can also read more about the different information types here:
https://case.edu/utech/departments/information-security/policies/iii-1-information-types-and-sensitivity
_____ 2. A loaner laptop will be provided to you if you cannot certify that there is no sensitive data on your laptop. Please contact rimas.biliunas@case.edu.
_____ 3. Laptops must be password protected.
_____ 4. Tablets and smart phones must have their screen lock / password activated.
_____ 5. If any of the above items are lost or stolen, you must notify CSE IT and change your Case password immediately in order to minimize the risk of data theft.

Approval Signatures:

_____   _____
***Traveler   Date

_____   _____
Dept. Chair   Date

_____   _____
Dean   Date

*If requesting Business Class, flight duration must be over 5 hours: Dean & CFO approval required per CWRU guidelines
**Sponsored Project only: Please attach a copy of the abstract/poster/paper citing the award and acknowledgement and number.
***Faculty must notify chairman how classes will be covered during absence.