

Work Abroad Request Submission Receipt

The following Work Abroad Request has been submitted to Global Support Services (GSS) and is currently under review. Please retain this submission receipt for your records. GSS will respond to the request within one week.

Request Submitted On:	
Case ID:	
Requestor First Name:	
Requestor Last Name:	
Requestor Role:	
Requestor Email:	
Supervisor Name:	
Supervisor Email:	
Human Resources Contact Name:	
Human Resources Contact Email:	
Business Administrator / Finance Contact Name:	
Business Administrator / Finance Contact Email:	
Penn School / Center Name:	
Penn Department:	
Department Org Code:	
Request Type:	
Employee First Name:	
Employee Last Name:	
Employee Penn ID:	
Employee Penn Email:	
Employee Title:	
Employee Type:	
Other Employee Type:	
US Citizen or Permanent Resident:	
Type of US Visa:	
US Visa Sponsor:	
Other US Visa Sponsor:	
Employee Citizenship(s):	
Primary Initiator of Request:	
Type of Work:	
Future U.S. Work:	
Requested Country of Work:	
Work Authorization Status:	
Other Work Authorization Status:	
Anticipated Start Date Outside US:	
Start Date Confirmation:	
Anticipated End Date Outside US:	
End Date Confirmation:	
Total Anticipated Work Abroad Duration:	

Sample

Prior Travel to Requested Location Past 12 Months:	
Dates of Prior Travel Past 12 Months:	
Work Location:	
Other Work Location:	
Activities:	
Grant Funding:	
Confirmed Use of Grant Funds Abroad:	
Requestor Comments:	
Requestor Acknowledgement:	

Sample