

INTERNATIONAL TRAVEL NOTIFICATION

Because we have had so many challenges getting full Provost approval, in advance of travel, for international travel requests, the following international travel requirements have been revised:

Faculty, Staff, and Student (non-study abroad) Travel:

1. While you may purchase airline tickets and make hotel arrangements once you have “pre-approval”, this does not mean you have completed all the requirements necessary to have your international travel approved. The pre-approval email contains important information on how to complete your international travel request;
2. ALL [paperwork for approval of international travel](#) MUST be submitted in to the Travel and Expense (T&E) System a minimum of 20 working days in advance of travel for [Department of State](#) Level 1 and Level 2 Travel Advisory countries, [CDC Travel Alert Level 2](#), and 30 working days in advance of travel for State Department Levels 3 and 4 countries and CDC Level 3.
3. After your pre-approval email, you will receive ONE email reminder to complete your travel request from the Office of Study Abroad and International Travel.
4. We will no longer provide post-dated approvals for international travel requests.
5. If you travel without full approval, you will not be reimbursed for your personal expenses. Any hotel and/or airline cancellations that might occur, should full approval not be obtained, will be absorbed by the departments.
6. Multiple occurrences of failure to complete the full approval process prior to traveling will result in a restriction on the individual’s ability to travel internationally using university funds.
7. Approval for international travel, under special circumstances, when faculty cannot meet the 20 and 30 working day deadlines will be provided for on a case-by-case basis for exceptional circumstances.

Faculty-led Study Abroad

If you are conducting a student travel abroad program, initial faculty paperwork must be submitted to Robin Carroll no later than December 15th for summer travel. All required group trip paperwork for study abroad travel must be submitted to LyShanna Cunningham no later than March 15th. Student recruitment may continue after March 15th, however, a minimum of 10 students must have completed and submitted the group trip student paperwork by that deadline.

Failure to submit all required paperwork will result in cancelling student enrollment OR cancellation of the trip should student cancellations result in an enrollment of fewer than 10 students for the course.

Any group trip, whose enrollment falls below 10 students at any time is subject to cancellation.