



POLICY

International Travel Procedure

Procedure Administrator: Director of International Services

Authority:

Effective Date: August 7, 2012

Index Cross-References:

Procedure File Number: 2008

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PROCEDURE:

- A. Faculty/Staff and those acting on behalf of students will email their Dean/Director and the Office of International Services their travel request and a brief description of the trip, including the date, location and purpose. The Dean/Director will “reply to all” to approve or disapprove of the travel.
- B. If the Dean/Director approves, the Office of International Services will contact the Office of Risk Management/EHS for review and recommendations.
- C. If approved by the Office of Risk Management/EHS, International Services will email the faculty/staff and Dean/Director. If a travel alert or warning exists, International Services will ask the faculty/staff to complete a Justification form.
- D. Once approved, either the Budget Unit Clerk or traveling faculty/staff will fill out the required ARTV form, Attendance form, Waiver, Release and Indemnification Agreement form, a copy of International Services’ email approving the travel, and supply all backup for the travel (airfare, hotel rates, per diem, ground transportation reservations, etc.). The Budget Unit Clerk will verify the file for completeness and forward the file to the Dean/Director for approval. The file will then be forwarded to the Provost’s office for signature.
- E. If approved, the Provost will sign the ARTV form and forward the file to the President’s Office for signature. If documentation is not complete, the file will be returned to the school/department for completion.

- F. After the President signs the ARTV form, the file will be returned to the Provost's Office, and the School/Department will be notified to retrieve the file.
- G. The School/Department will forward the signed and completed file to the Travel Office for approval. Once approved, an ARTV number will be assigned and the file will be returned to the School/Department.
- H. Risk Management will review the Travel Office spreadsheet prior to the faculty/staff travel to determine if international travel is still permissible.
- I. Risk Management will send an email to the faculty/staff, Travel Office, Dean/Director and the Office of International Services with final approval.

Approval History:

	Date
Board of Trustees	8/07/12