



NORTH CAROLINA A&T STATE UNIVERSITY

INTERNATIONAL TRAVEL CHECKLIST

Appendix B to University Policy 312, International Travel

The International Travel Checklist is a guide to properly submit required documents for international travel approval.

Section 1.0 International Travel Approvals that follow the Checklist

- (a) University-affiliated international travel faculty/staff led study abroad, University business, Faculty Led Research Abroad Activities, and other University Business Travel processed through the Office of International Affairs (OIA).
- (b) All international travel should be pre-approved with the Office of International Affairs travel registry.

Section 2.0 Faculty/Staff-Led Study Abroad Travel

- (a) Faculty/Staff-Led Study Abroad Program Leaders must upload the following application documents to the travel portal to be approved by the Office of International Affairs and the Office of the Provost.
 - (1) Complete the application.
 - (2) Design electronic program for advertising.
 - (3) Register travelers in the travel registry.
- (b) Upon final approval, faculty/staff can begin recruiting students and have students begin a payment plan with UAIT Providers or the University OIA account if there is not a UAIT Provider.
- (c) All packets must be submitted by the deadline date.
- (d) Incomplete applications will be provided feedback and a timeline to resubmit for consideration.

Section 2.1. Documents to upload in the travel portal or Chrome River Pre-Approval Process:

- (1) Purpose Statement from the traveler outlining the purpose for travel connected to the University Goals and preeminence. Make certain you address how this is also connected to your research agenda or university strategic plan if you are a faculty member or student. If you are a staff/administrator, please address how this is connected to your Unit's goals or university strategic plan. **(travel portal)**

- (2) Sample flight and hotel details (itinerary, carrier, and flight number, hotel name and address if applicable); **(travel portal and Chrome River)** **exact flight needs to be added in the travel portal after approval in Chrome River*
 - (3) Student Disciplinary Record Clearance Check confirmation; **(travel portal)**
 - (4) Proof of international health insurance; **(travel portal and Chrome River)**
 - (5) Passport **(travel portal)**
 - (6) Visa (if applicable); **(travel portal)**
 - (7) Student Travel Activity Waiver; **(travel portal)**
 - (8) Student Conduct Pledge; and **(travel portal)**
 - (9) Itemized travel budget (initial invoice) program including student and faculty costs, meals, parking, mileage, flight costs, hotel costs, etc. **(Chrome River)**
- (f) Faculty leaders of Faculty/Staff-Led Study Abroad Programs should purchase flights and reserve hotel rooms at least (60) days before travel and update the travel portal with flights, hotels, and other forms.
- (g) Chrome River pre-approval must be uploaded with a PDF copy of the travel portal and Travel Manifest Form at least 45 days before travel.

Section 3.0 International Travel - Individual/Student Presentations, Conferences, or Research, Faculty/Staff-Led Research Activity, and other Related Business International Travel

- (a) Purpose Statement from traveler outlining how the travel is connected to the University goals and the impact to the University, including travel dates, conference dates, and funding source. **(travel portal)**
- (b) Presentation Invitation/Acceptance Letter/Conference/Research Meeting (in English). **(travel portal and Chrome River)**
- (c) Program, research/conference/meeting overview page, if applicable (in English). **(travel portal and Chrome River)**
- (d) Conference/Research/Meeting Agenda/Daily Itinerary, if applicable (in English). **(travel portal and Chrome River)**
- (e) Registration page including the cost of attendance, if applicable (in English). **(travel portal and Chrome River)**
- (f) Uploaded passport (jpeg), visa (jpeg if needed), and/or required U.S. re-entry documents. **(travel portal)**
- (g) Sample flight and hotel details (itinerary, carrier, flight number, hotel name, and address if applicable); **(travel portal and Chrome River)** **exact flight needs to be added in the travel portal after approval in Chrome River*
- (h) Proof of international health insurance. **(travel portal and Chrome River)**
- (i) Students participating in research or traveling internationally to present or attend conferences must also complete the normal business travel forms and the student travel forms.
- (j) Faculty must request a Student Disciplinary Record Check Clearance Letter from the Office of the Dean of Students and the required travel forms from Student Affairs.
- (k) The approved OIA International Travel Packet must be uploaded along with registration, flight, hotel, meals, and other expenses and supporting documents into Chrome River.