International Travel Process

Coordinator receives notification from traveler and/or A&L of travel funding → Traveler completes ITEJ (including all required attachments) → Department submits ITEJ and attachments to Dean's Office (DO). Must be done at least 45 days prior to trip.

DO Reviews/approves and submits to Academic Affairs (AA) → If AA approves ITEJ, AA sends to President’s office for review → President’s office reviews and Approves

If it is a war torn country the ITEJ goes to the Chancellor's office for review and approval → Approved ITEJ is returned to AA, and AA contacts DO to pick up. DO sends to department. → Department enters a requisition in CMS (do not approve the requisition)

Department emails DO the requisition number for review and approval → Faculty Member travels → Faculty member returns and provides receipts to Department staff

Department completes the Travel Expense Claim (TEC) and obtains signature from traveler and Dept Chair → Department sends TEC to DO for review. DO submits to Accounts Payable → Traveler receives funds

Things to keep in mind:
- ITEJ must include all required documentation, including award letter (for College of Arts & Letters funded travel), budget breakdown and supplementary materials dependent on purpose of travel
- ITEJ must indicate all funding sources and total travel expenses should match those listed in budget breakdown (even if it is an estimate)
- Must be submitted 45 days in advance to allow time for approval at all levels and to Academic Affairs to arrange insurance