Procedure: Requesting Approval for International Travel for University-Sponsored Travel
(Updated 10/3/2023)

Currently, Level 3 and higher university-sponsored international travel must be approved by the Chancellor or her designee (Academic Affairs is the Provost).

Note: Anywhere outside of the 50 US states, is considered international travel (example: Puerto Rico).

Please note there are **two parallel** processes that need to be followed to obtain approval:
1. Chrome River - required to provide detailed information about the "business purpose" of the trip. (If there are personal travel dates, please include those dates in the comments).
2. Veoci - required to address risk mitigation regarding other reasons for elevated risk abroad, including but not limited to political unrest

Additionally, all individuals traveling to international destinations of a Level 3 or Level 4 Travel Advisory are required to sign an "Acknowledgement and Assumption of Risk Form".

Faculty and staff requesting approval for university-sponsored travel should follow the steps below:

1. Submit a request through Veoci using the international travel plan form to provide information about other types of risk mitigation (if applicable) during your travel. You will receive a confirmation email when you submit the request. Send this request to the admin that is assisting you with your Chrome River Request.
2. Work with the Admin of your department to submit a travel authorization request through Chrome River using existing practices in your unit.
3. Your plan will need to address the following; (we recommend that you prepare this information prior to starting your request.)
   a. **Travel Advisory Information.** You can get this information at the Department of State Travel Advisory website here and Center for Disease Control website here. If you have additional questions or need help, please contact OIED. If the destination you are traveling to is Level 2-4, you'll be asked to summarize the precautions you will take to address the current travel advisory.
   b. Identify at least one emergency contact that is local to Boone/the United States.
   c. Identify financial contingencies in the event travel is extended longer than anticipated due to isolation or quarantine requirements
   d. Identify alternative lodging options in the event and extended stay is required or previously secured lodging is no longer suitable due to isolation or quarantine requirements
   e. Identify meal delivery options in the event you are required to isolate or quarantine
   f. Identify at least one medical care facility near your destination that you can seek emergency care from should you become ill while traveling
4. The risk mitigation plans will be reviewed by EHS&EM, the Global Health and Safety Committee, and the Associate Vice Chancellor for International Education and Development.

5. Recommendations for approval from EHS&EM, the AVC for International Education and Development along with recommendations from Academic Affairs or other Divisions will be compiled and shared with the Provost for level 3 or higher for approval. Level 1 and 2 will be approved by the Provost designee.
6. The traveler will receive an email from the Provost's designee when the request for travel has full approval

Students:

1. Students who are requesting approval for university-sponsored travel for research or conferences will essentially follow the same process above. However, faculty or staff supervisors will submit Chrome River travel requests for students (under level 3 travel advisory) with relevant information about the travel (travel destination, purpose of the trip, and dates.)

2. If the travel is to a country under a Level 3 or Level 4 travel advisory, the student **must** submit their own Veoci travel plan.

3. If there is more than one student traveling, please pick "group travel" in the Veoci system from the drop-down menu and submit a list of travelers with names, last names, and Banner ID's.

4. Additionally, each student must submit their information through to the Veoci travel system using this link and submit the confirmation email to their faculty/staff trip leader. Having the student's information in Veoci greatly expedites the approval process Students who are requesting approval for study-abroad should contact OIED.