GROUP TRAVEL REGISTRATION

International Travel
Cal Poly International Center
All international travel conducted on Cal Poly business must be registered through the Cal Poly International Center and approved by the Provost.

Travel abroad may include activities such as:

- Conferences
- Research
- Lectures/Presentations
- Student Internships
- Club activities
- Field Trips
TRANSITION TO ELECTRONIC TRAVEL PACKETS

As of July 1, all requests for international travel will be completed online through https://abroad.calpoly.edu

This new system will allow the International Center to:

- Retain all information in one secure area
- Enhance travel safety
- Ensure compliance with CSU policies & procedures
- Provide for rapid location and communication in the event of an emergency situation
GROUP DEADLINES

Group student/faculty/staff travel (Fall Quarter 2017 & Winter Quarter 2018 only)

- 90 days in advance for international travel to non-hazardous destinations
- 120 days in advance for international travel to high hazardous destinations
- 180 days in advance for international travel that requires a fee collection by Cal Poly

Group student/faculty/staff travel (New Deadlines for Trips with Departure Dates that begin Spring Break/Spring Quarter 2018)

- November 1, 2017 (Spring Quarter 2018 - includes Spring Break departure dates)
- February 1, 2018 (Summer Quarter 2018 departure dates)
- May 1, 2018 (Fall Quarter 2018 departure dates)
- September 15, 2018 (Winter Quarter 2019 - includes Winter Break departure dates)

NOTE: The new deadlines beginning Spring Break/Quarter 2018 departure dates are for both high hazardous and non-high hazardous travel. Exceptions may be made on a case-by-case basis for competition teams, presentations at conferences, and for grant supported research with accompanying justification. Previous listed deadlines remain for winter break 2017 and winter quarter 2018 group travel proposals.
HOW TO GET STARTED

- https://abroad.calpoly.edu
  - International Travel
  - Group Travel
INTERNATIONAL TRAVEL PAGE

- Resources
  - Before You Go With Students
  - FAQ
  - Travel Resources
  - Faculty/Staff Resources

- Group Travel

Questions? Please contact the International Center:
intltrvl@calpoly.edu
(805) 756-6118
GROUP TRAVEL

- Read Instructions
- Review High Hazardous Countries Lists

Group student/faculty/staff travel

Group student/faculty/staff travel (Fall 2017 & Winter 2018)
- 90 days in advance for international travel to non-hazardous destinations
- 120 days in advance for international travel to high hazardous destinations
- 180 days in advance that includes a fee collection by Cal Poly

Group student/faculty/staff travel (New Deadlines Effective Spring Break / Spring Quarter 2018)
- November 1, 2017 (Spring Quarter 2018 - includes Spring Break)
- February 1, 2018 (Summer 2018)
- May 1, 2018 (Fall 2018 & Winter 2019)

NOTE: The new deadlines beginning Spring Quarter 2018 are for both high hazardous and non-high hazardous travel. Exceptions may be made on a case-by-case basis for competition teams, presentations at conferences, and student supported research with accompanying justification. Previous listed deadlines remain for winter break 2017 and winter quarter 2018 group travel proposals.

Please review the "High Hazardous Countries Lists" to find out if your destination is deemed high hazardous. It is recommended that travelers submit packets early to allow additional time for internal deadlines. This process requires some information gathering on your part -- we encourage you to start early! Please see the group travel flowchart for more information.

In addition, we have provided a step-by-step guide to assist with the registration process.

Ready to Begin?

The following steps will help guide you through the process of requesting your international travel with students. The application process works best when you use a desktop or laptop computer. Please do NOT use your phone.

Step 1: Seek approval from your department/division and dean’s office.

Step 2: Review the international travel resources including "Before You Go with Students," and the "High Hazardous Countries Lists."
GROUP TRAVEL

Click Apply Now

Why Are These Steps Important?
Trip leader and student registration in the system allows the Cal Poly International Center and the University the ability to provide our travelers with the necessary health and safety support, including travel medical insurance information and other pre-departure resources. Additionally, in the unlikely event of an emergency while the group is abroad, the Cal Poly International Center will be able to quickly coordinate response and assistance with the insurance carrier and relevant departments.

Questions?
The Cal Poly International Center welcomes questions, intltrvl@calpoly.edu or (805) 756-6118.
1) MAKE A PROFILE – ONLY 1ST TIME YOU LOGIN

- Automatically pulls information such as first name, last name and email from Cal Poly Portal
- Must add date of birth in order to complete signature documents (show proof over age 18).
2) SELECT TRAVEL DATES AND DESTINATIONS

- Itinerary allows you to select multiple locations and dates of travel when traveling to more than one country or city.
3) COMPLETE DOCUMENTS

- Academic Credit for Group Travel
- Chartfield for Payment of Insurance Premium (ask admin coordinator if unsure)
- Emergency Contact Information Form
- Group Travel Proposal (upload form with dept. head and dean signatures)
- Travel Companion Form (if applicable)
- Travel Insurance Request Form
- Travel Authorization Forms (upload completed forms)
- Volunteer Traveler Form HR-V1 (if applicable)
- Signature Documents (4)
Can only submit application after all forms and documents are submitted

Registration Forms

Signature Documents

Lists Destination and Travel Dates
FINAL STEP

- Submit Application
- Email Confirmation Sent
- Group Travel Registration has been submitted
- Trip Leader Registration can now be completed

It will take 2-4 weeks for the International Center to process travel request. During this period we may ask for more information.

abroad.calpoly.edu says:
Thank you for registering your travel
A confirmation email has been sent to you.
OVERVIEW

- Visit https://abroad.calpoly.edu/
  - International Travel tab
  - Group Travel button
- Login/Create Profile (first time only)
- Complete Group Travel Request Application
  - Input itinerary
  - Complete and Upload Group Travel Forms (with dept/Dean signatures)
- Online Signature Documents
- Submit Application
- Complete Trip Leader Registration
Once you have received an email that your group travel has been approved, you must provide the International Center with a finalized student roster (student name & Cal Poly email address) at least 45 days prior to the departure date. The International Center will send each student an email with a link to complete the student forms and passport information electronically.

All faculty/staff leaders are required to attend a workshop on crisis response prior to group travel. If leading multiple trips, only one workshop required per academic year.
QUESTIONS

▶ Azucena Perez, Administrative Coordinator
  X6-6118 - direct

▶ Jill Victorino, Administrative Analyst
  X6-2056 - direct

Please email questions / comments to:

intltrvl@calpoly.edu