INDIVIDUAL
FACULTY/STAFF TRAVEL
REGISTRATION

International Travel
Cal Poly International Center
INTERNATIONAL TRAVEL

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

Effective July 1, 2017, all requests for international travel must be completed online through 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
INDIVIDUAL DEADLINES

**WHEN:** Deadlines for receipt of completed packets by the International Center:

**Individual student/faculty/staff travel**

- 30 days in advance for international travel to non-hazardous destinations
- 60 days in advance for international travel to high hazardous destinations
HOW TO GET STARTED

- Abroad.calpoly.edu
- International Travel
- Faculty/Staff
INTERNATIONAL TRAVEL PAGE

- Resources
  - Before You Go
  - FAQ
  - Faculty/Staff Resources

- Faculty/Staff
  - Travel Authorization Link
  - Itinerary
  - Cost Estimate Form

*This site is currently under construction. Please continue to use the forms on the International Center website found under "Int'l Travel."

Questions? Please contact the International Center:
intltrvl@calpoly.edu
(805) 756-6118
FACULTY/STAFF

- Instructions
- Download and complete Pre-Authorization Form (tab 1); Detailed Itinerary/Cost Comparison (tab 2)
- Forward to Dept. Head/Dean’s offices for signature
○ Click Apply Now

**Introduction to the Individual Faculty/Staff Travel Request Process**

All international travel conducted as Cal Poly business must go through the Cal Poly International Center. Travel abroad may include activities such as attending conferences, participating in tours, conducting funded research, or taking students on non-credit international field trips. These requests must be submitted to the International Center by the deadlines listed below. The International Center will process the paperwork and submit to the Provost’s office on your behalf. Expenses related to international travel shall not be honored until you have completed the travel authorization process and received written approval for your travel. Deadlines for receipt of a completed individual faculty/staff travel packet by the International Center:

- **Individual Travel Request deadlines**
  - 30 days in advance for international travel to non-hazardous destinations
  - 60 days in advance for international travel to high-hazardous destinations

*Please review the [High-Hazardous Countries List](#) to find out if your destination is deemed high-hazardous. If the country you are traveling to has a travel warning or is listed on the CSURMA High Hazard List, it will take longer to process your travel packet.*

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 faculty/staff individual travel [FAQs](#) for more information.

**Ready to Begin?**
The following steps will guide you through the process of requesting your international travel authorization (Faculty/Staff Traveling without Students). The application process works best with a desktop or laptop computer. Please do not use your cellular phone.
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) INPUT INFORMATION

- Chartfield for Payment of Insurance Premium (ask admin coordinator if unsure)
- Emergency Contact Information
- Travel Companion Form (if applicable)
- Travel Insurance Request Form
  - Dept. Contact Name and Email
  - Travel Phone Number While Abroad
  - Airports, Transportation, Lodging, Purpose of Travel
- Travel Authorization Form (upload completed form)
- Signature Documents (3)
FINAL STEP

- Click update
- Email Confirmation Sent
- Travel Registration has been submitted

It will take 1-2 weeks for the International Center to process travel request. During this period we may ask for more information.
OVERVIEW

- Visit abroad.calpoly.edu
  - International Travel tab
  - Faculty/Staff button
- Download and Complete Travel Pre-Authorization Form (obtain dept/dean’s office signatures)
- Login/Create Profile (first time only)
- Complete Travel Request Application
  - Input itinerary and other travel information
  - Upload Travel Pre-Authorization Form
  - Online Signature Documents
- Update (Submit) Application
Travel Registration Page (Pre-Decision)

Azucena Perez

Program: Faculty/Staff Without Students
Dates: 02/03/2017 - 03/18/2017

Announcements

Attend a Workshop or Info Session!
Select 'Workshops & Info Sessions' from the STUDY ABROAD menu. Register for Study Abroad 101, or attend an Info Session or Workshop!
International Center Front Desk Hours
M-F 8am-5pm (Fridg. 57, Room E30)
International Coffee & Tea Time
Tuesdays from 11:00am-12:00pm in UU 217B. International and domestic students, faculty & staff share their culture. Light refreshments provided. [View Details]

February 20 (Presidents' Day)
The International Center will be open 10am-3pm. No peer advising drop-in hours.

View All Announcements

Application Instructions

If necessary, download CPIC Cost Estimate Form and submit via the 'Attached Documents' section below.

Registration Forms

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA: Chartfield for Payment of Insurance Premium (Corporation)</td>
<td></td>
</tr>
<tr>
<td>ITA: Chartfield for Payment of Insurance Premium (State)</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: Emergency Contact Information Form</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: Travel Companion Form</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: Travel Insurance Request Form</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: Travel Pre-Authorization Form</td>
<td>✔</td>
</tr>
</tbody>
</table>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA: Change of Condition</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: The Smart Traveler Enrollment Program (STEP)</td>
<td>✔</td>
</tr>
<tr>
<td>ITA: Traveling with Devices and Connecting to the Internet</td>
<td>✔</td>
</tr>
</tbody>
</table>
QUESTIONS

- Azucena Perez, Administrative Coordinator
  X6-6118 - direct

- Jill Victorino, Administrative Analyst
  X6-2056 - direct

Please email questions / comments to: intltrvl@calpoly.edu