

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

INTERNATIONAL TRAVEL


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



INTERNATIONAL TRAVEL

BEFORE YOU GO | BEFORE YOU GO WITH STUDENTS | **FAQ** | EMERGENCY INCIDENT | TRAVEL RESOURCES | FACULTY/STAFF RESOURCES

REGISTER:
Select the appropriate registration button below to initiate your registration. The registration process works best with a desktop or laptop computer. Please do not use your cell phone.



FACULTY/STAFF | **STUDENT TRAVEL** | **Group Travel**
Faculty/Staff Studies

Questions? Please contact the [International Center](#):
intltnv@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



Castle in Prague. Photo by Charles Furtado, Cal Poly Symphony Student

[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. Travel 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 should not be incurred 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 [flowchart](#) for more information.

Ready to Begin?

The following steps will help 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. Do not use your cellular phone.**

Step 1: Seek approval from your department/division and dean's office by completing the **Travel Authorization Forms**. **The Travel Authorization, itinerary, and cost comparison forms must be completed and uploaded prior to the final submission process. The "Travel Authorization" is on the first tab and the "Cost Comparison / Itinerary" is on the second tab of the spreadsheet.**

FACULTY/STAFF

- Click Apply Now



Circle 1 III, Prague. Photo by Chelsea Fortado, Cal Poly Symmetry Student.

Apply Now

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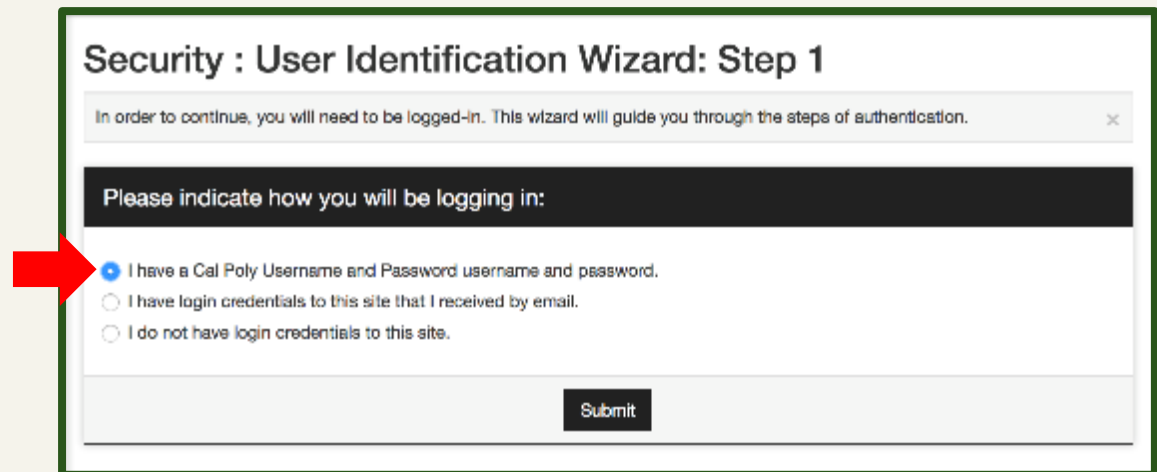
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1) MAKE A PROFILE – ONLY 1ST TIME YOU LOGIN

- 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).



Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ×

Please indicate how you will be logging in:

☒ I have a Cal Poly Username and Password username and password.

☐ I have login credentials to this site that I received by email.

☐ I do not have login credentials to this site.

Submit



Profile

Please complete your Applicant Profile (name, email address, phone and date of birth). You will only need to do this one time. Your date of birth is required for the signature documents. The system must verify that you are 18 years or older in order to sign them electronically.

First Name:

Last Name:

Email Address:

CC Email Address:

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.

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

✖ Gold Coast, Australia	From: 03/01/2017 To: 03/04/2017
✖ Greenland, Australia	From: 03/05/2016 To: 03/07/2017
✖ Hamilton, New Zealand	From: 03/08/2016 To: 03/10/2017

Date You Leave the US:

Date You Return to the US:

Locations: info@calpoly.edu with your final destination details. Enter city name here to find location.

Accra, Ghana (Africa)
Adelaide, Australia (Australia/Pacific Islands)
Adelaide, Australia (Oceania)
Alaska, Canada (Europe)
Alameda, India (Asia)
Alaska, Canada (North America)
Alaska, Canada (North America)
Alaska, Canada (North America)
Alaska, Canada (North America)
Alaska, Canada (North America)
Alaska, Canada (North America)

Add to Itinerary

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

PRINTING FORMS FOR REFERENCE

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 9am-5pm (Bldg. 52, Room E32)

[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 [CPIQ 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.

Title	Received
ITA: Chartfield for Payment of Insurance Premium (Corporation)	<input type="checkbox"/>
ITA: Chartfield for Payment of Insurance Premium (State)	<input checked="" type="checkbox"/>
ITA: Emergency Contact Information Form	<input checked="" type="checkbox"/>
ITA: Travel Companion Form	<input checked="" type="checkbox"/>
ITA: Travel Insurance Request Form	<input checked="" type="checkbox"/>
ITA: Travel Pre-Authorization Form	<input checked="" type="checkbox"/>

Signature Documents

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

Title	Received
ITA: Change of Condition	<input checked="" type="checkbox"/>
ITA: The Smart Traveler Enrollment Program (STEP)	<input checked="" type="checkbox"/>
ITA: Traveling with Devices and Connecting to the Internet	<input checked="" type="checkbox"/>

QUESTIONS

- Azucena Perez, Administrative Coordinator
X6-6118 - direct
- Jill Victorino, Administrative Analyst
X6-2056 - direct

Please email questions / comments to:

intltrvl@calpoly.edu