Individual International Travel Process

Step 1: Travel 1A is approved by traveler’s department and college

Step 2: Application – must be received by the International Center at least 30 days in advance of departure. If area is considered high hazard, application must be received 60-90 days prior to departure.

The documents below are located on the International Center website at www.international.calpoly.edu

- Travel request is submitted to the International Center
  - Cover Sheet (signed)
  - Itinerary
  - Budget
  - Travel 1A (signed by department & college)
  - International Insurance Request Form (must include contact info/lodging/site location)
  - Additional Risk Management Documents [Student Travel Only]
    - Assumption of Risk and Release form
    - Student Participation Agreement
    - Medical Information & Authorization – Emergency Contact Information is collected
    - Copy of Passport
- Travel request is submitted for approval:
  - Provost
  - President (if high hazard)

Step 3: Applicant
- Students Only: Academic and Disciplinary Checks

Step 4: Accepted
- Insurance is requested
- Traveler if notified of approval
  - Travel 1A is emailed to traveler, Admin Support, and Accounts Payable (if advance is requested)
- Traveler is entered onto Emergency Contact Spreadsheet that is shared with UPD

Step 5: Pre-Departure
- Faculty / Staff self enrolls in STEP program (Students are enrolled by International Center)

Step 6: Upon Return
- Traveler completes a travel expense claim form with his/her respective department

Contact information:
- [http://www.international.calpoly.edu/](http://www.international.calpoly.edu/)
- [intltrvl@calpoly.edu](mailto:intltrvl@calpoly.edu)