

## International Travel

**Please be aware that, regardless of the funding source, if you will travel outside the United States on TTU business a travel application must be filed and processed through the Office of International Affairs (OIA).**

The following requirements are now in place by OIA:

### A. All Travelers

1. Travel applications are to be completed and submitted to OIA at least 50 days in advance of the proposed travel.
  - a. Please complete a travel application online (on the biology website resources → admin forms) – *travel appl.pub*. The form is in publisher so that it is interactive & can be completed electronically – this should be sent to Nancy Hubbard ([nancy.hubbard@ttu.edu](mailto:nancy.hubbard@ttu.edu)) electronically or by hard copy (Room 111, Biology).
  - b. Please note the request for full name & DOB – if your airfare will be purchased on a TR, this information will need to be supplied to the travel agent before the ticket can be issued

### B. Student Travelers Only

- a. Info required by OIA
  - i. On the travel application, under Purpose of Travel, please include your status as a GRAD STUDENT, STUDENT ASSISTANT, etc. and whether you are an INTERNATIONAL STUDENT or a US CITIZEN
  - ii. Once the application is entered into the travel system, you will need to sign a hard copy of the application (See Nancy Hubbard, Room 111).
  - iii. After your signature, the application will then be signed by the dept. chair (or associate chair).
  - iv. There are 2 forms you MUST complete (electronically) and submit before your travel application can be sent to OIA. (on the biology on the biology website resources → admin forms: **OIA International Travel.pdf** & **OIA Emergency Contact Info Release.pdf**). One of the forms must be notarized – the form must be signed in the presence of a notary. (most banks offer notary services & there is a notary in the Physical Plant's HR office at Flint & Main). Once the forms are complete, please submit them (hardcopy only) to Nancy Hubbard, Room 111, Biology.
  - v. **The student forms and application must be sent over to OIA as a package for approval/denial.**

### C. Faculty/Staff

- a. Once your travel application has been entered into the travel system, you will need to sign a hardcopy (Nancy Hubbard, Room 111, Biology)
- b. The application will then be signed by the dept. chair (or associate chair) and forwarded to OIA for approval/denial.

These new requirements are meant to protect the traveler as well as the University.  
Your cooperation is greatly appreciated.