Instructions to Obtain Approval from the Office of International Affairs

This is a two-step process (when utilizing SGA funding)

STEP ONE – Follow OIA steps on the OIA website: 
http://www.depts.ttu.edu/international/intlopr/intltravel.php

Filling out the Travel Application for OIA:

1) Hover over “Application” then click “Create a New Application”

2) Select “Employee/Student” then type the student’s R# in the search field and either press the “enter” key or click “search.”
   a. If the student’s name populates then they may click on the R# to go to the next screen.
   b. If nothing populates for the student then he/she will have to click “New Vendor Request” and fill out a separate form to be added to the Travel System.
i. The student will receive an email once they have been added to the Travel System then they may proceed to the next screen.
3) On the Travel Supervisor screen the student will name “Katherine Taylor” (in Student Government) as the supervisor of the trip. Search “kat%tayl%” then click “select” to choose Katherine as the supervisor.

4) On the Basic Trip Information screen please enter the information in the appropriate fields (about the trip).
   a. In the “Travel Explanation/Comments” field the student must enter the reason for the trip as well as the following statements:
   i. “This is a zero cost travel application because I have requested funding from Student Government. They need OIA approval prior to awarding the funds. If OIA approves this request SGA will include it on the travel application they submit for my trip.”
Include the statement from 4i in this section
5) The International Travel Screen must be filled out in its entirety:

6) Click “Next” to go to the Vacation screen and check the box if it pertains to your trip, if not, click “Next” again.
7) On the “Business Travel Account (BTA/Transportation (TR) page you will simply click “Next”

8) For the Estimated Expenses Screen, do not enter any expenses as this application must be a Zero Cost application, click “Next”
9) On the Summary screen make sure everything is correct then click “Everything looks Correct – Submit This Application”
   a. If the student needs to make a correction, he/she may use the red links at the top of the screen to return to the respective page to make corrections. Click through the pages as normal after making the corrections to return to the final page and submit the application.

STEP TWO: The student should receive an approval notification from OIA. Make sure that it is forwarded to Katherine in SGA so it can be included on the travel application she submits. If the student has any questions feel free to contact Katherine.