

# INTERNATIONAL TRAVEL

## CHECKLIST

### ✦ Travel Authorization Packet documents: including but not limited to the following

- \_\_\_ Justification Memo to the Dean, VP and President
- \_\_\_ BO-1100 International Travel Justification Form
- \_\_\_ Travel Authorization Form
- \_\_\_ Travel Abroad Acknowledgment Form
- \_\_\_ Conference Agenda
- \_\_\_ Registration Information
- \_\_\_ Flight Quote
- \_\_\_ Promissory Note if Registration is over \$1500.00
- \_\_\_ Lodging Reservation and if applicable one of the following
  - U.S. Form: W-9
  - Foreign Form(s): \_\_\_\_\_



### ✦ Travel Processing Steps

1. \_\_\_ Review travel budget for sufficient funds
2. \_\_\_ Submit to Vice President for approval
3. \_\_\_ Vice President's Office will return travel packet to respective Dean's office
4. \_\_\_ Submit to Business Office - Maricarmen Ramirez will forward to Travel Committee
5. \_\_\_ Business Office submits committee approved packets to President for approval
6. \_\_\_ President's Office will forward approved packets to Business Office

**Final** Business Office submits approved packet to Travel Office for processing

Please forward a final scanned copy of the President approved documentation to:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_