



# INTERNATIONAL TRAVEL PROCESS

## Office of International Programs and International Student Services

- ✓ Determine estimated amount of funding needed for the travel.
- ✓ Determine itinerary, date of departure, duration of stay and date of return.
- ✓ Obtain appropriate Administrative Approval for your specific travel situation.
- ✓ Chancellor approval is required for all LSC International experiences.
- ✓ Work with the Business Office to determine who is funding and to obtain the appropriate budget code.
- ✓ If you do not currently have an LSC T&E card, complete the application form, have it approved by your supervisor and submit it to your campus Business Office for processing.
- ✓ A Travel Authorization (TA-1) for pre-travel must be completed and approved by your supervisor prior to your trip.
- ✓ Travel Authorization (TA-2) for actual travel expenses. Itemized receipts are required for expenses related to the educational purpose. Include on the TA an estimate of all travel expenses regardless of how they will be paid.
- ✓ Important: After the travel authorizations are approved, you may begin to make travel arrangements. Contact a LSC approved vendor to request three (3) airline quotes to determine best fares and most direct routes.
- ✓ U.S. commercial airlines are recommended for international travel whenever possible.
- ✓ Contact LSC System Office Purchasing for any questions related to the purchasing process and/or the use of LSC approved travel vendors.
- ✓ Determine if the travelers are U.S. Citizens or not. Foreign passports may incur additional planning time due to additional requirements and costs.
- ✓ Participants are required and responsible for validity of U.S. Passports. Most destination nations require 6-month extensions. Allow enough time for the processing of new applications or renewals.



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- ✓ Check with the U.S. Department of State for Visa requirements as well as Travel Warnings. No travel will be approved to areas of the world with Travel Warnings.
- ✓ Check with the Center for Disease Control (CDC) on the requirements and recommendations for vaccinations or medication for travel to certain areas of the world. Personal physicians will advise faculty and students on needs as per patient histories. If adherence to CDC requirements is not respected, a waiver on liability should be obtained.
- ✓ Contact LSC Purchasing for any questions related to the purchasing/travel vendor process.
- ✓ Safety and security are of utmost concern in international travel. Contact the LSC Office of Risk Management to inform them of all international travel plans, to schedule a time for mandatory training and to ensure that all forms have been completed, submitted and approved. The required risk management forms are available on-line at <http://www.lonestar.edu/risk-management.htm>, for both individual and group travel. All ORM forms must be completed one-month (30-days) prior to the intended date of travel. Completed forms should travel with the group leaders, with copies retained by the supervisor of the group leader, the college and ORM.
- ✓ Travel Insurance is pre-selected by the Office of Risk Management. Please refer to the ORM website at <http://www.lonestar.edu/risk-management.htm> for information regarding the insurance plan.
- ✓ The LSC Office of International Programs provides a mandatory orientation for your specific travel. Email [IP@LoneStar.edu](mailto:IP@LoneStar.edu) to schedule a suitable time no less than 30 days prior to departure.