



Faculty and Staff Other/Business OIA Travel Registry Requirements

Pre-approval for Faculty and Staff Business International Travel is processed through the OIA Travel Registry (<https://travelregistry.ncat.edu>). Business International Travel includes:

- Conference Attendance
- Conference Attendance with Students
- Conference Presentation
- Conference Presentation with Students
- Invited Lecturer (serving as a guest lecturer at an international institution/organization)
- Sponsored Programs (for example, Fulbright, NIH, NSF)
- Other (for example, exploratory trips for partnership)

To avoid delays, international travel requests should be submitted for pre-approval in the OIA Travel Registry **at least forty-five (45) business days** in advance of the planned departure date. Once pre-approval is obtained, travelers must upload confirmation from the OIA Travel Registry to Chrome River for the final approval. The final approval will be determined by the traveler's Immediate Supervisor, College Dean, or respective Vice Chancellor as the Chancellor's designee in Chrome River. Upon approval, faculty/staff may book their travel. **Once travel is finalized, travelers are required to return to the OIA Travel Registry to update their final itinerary and upload the required forms listed below.**

The Office of International Affairs reviews travel submissions within **three (3) business days**. Each additional approver has **three (3) business days** to approve the travel request. For questions regarding the Chrome River process, please contact Sonya Foster, Travel Card Administrator (spfo1@ncat.edu; 336.285.2998).

Travelers must log into the OIA Travel Registry using their OneID credentials and select the **appropriate travel reason**. Reasons include:

- Conference Attendance
- Conference Attendance with Students
- Conference Presentation
- Conference Presentation with Students
- Invited Lecturer (serving as a guest lecturer at an international institution/organization)
- Sponsored Programs (for example, Fulbright, NIH, NSF)
- Other (for example, exploratory trips for partnership)



The following information is required for approval in the OIA Travel Registry:

- Itinerary
- Purpose of Travel (must relate to Preeminence 2030)
- Funding Source
- Acknowledgement of Travel
- Notice of Leave
- Sample Flight and Lodging Cost
- Insurance Coverage Information
- Personal Travel Plans (if applicable)
- In-country Emergency Contact
- Upload Receipt of Payment for International Travel Health Insurance (insurance cannot be purchased until the final approval in Chrome River has been granted)
- Upload Copy of Required Travel Visa (if applicable)
- Upload the following documents based on travel type:
 - Program or conference overview with cost
 - Conference invitation
 - Program or conference schedule
- Acknowledgement of University Travel Policy

Insurance Requirements: Travelers are required to complete the following steps:

- Complete the **Insurance Roster Form** (available in the International Travel section of the OIA webpage) and request the **Insurance Transmittal Form** from Alitta Satchell (agsatchell@ncat.edu) as it contains sensitive fund information.
- **Submit payment along with the Insurance Transmittal Form** to the **Office of the Treasurer** (First floor of the Dowdy Building). Online payment is not available at this time.
- After receiving your receipt, upload proof of payment in the OIA Travel Registry in the designated upload section, and send both the receipt and the Insurance Roster Form to Alitta Satchell who will then enroll travelers in **GeoBlue International Travel Health Insurance**.

All travelers are required to purchase and enroll in GeoBlue International Travel Health Insurance, regardless of whether insurance is provided by their travel provider.