INTERNATIONAL TRAVEL

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WHO: Cal Poly employees, students, and designated volunteers

WHAT: All international travel conducted as Cal Poly business must be registered through the Cal Poly International Center and approved by the Provost. Travel abroad may include activities such as presenting at a conference, participating in tours, conducting funded research, volunteering with a Cal Poly club, or taking students on non-credit international field trips.
DEADLINES

WHEN: Deadlines for receipt of completed packets by the International Center:

**Individual student/faculty/staff travel**
- 30 days in advance for international travel to non-hazardous destinations
- 60 days in advance for international travel to high hazardous destinations

**Group student/faculty/staff travel**
- 90 days in advance for international travel to non-hazardous destinations
- 120 days in advance for international travel to high hazardous destinations
- 180 days in advance for international travel that requires a fee collection by Cal Poly

*Please note that it is recommended that travelers submit packets early to allow additional time for internal deadlines and to provide timely deposits to service providers, as applicable. This process requires some information gathering on your part—we encourage you to start early!

The tools, links and forms provided are designated to enhance travel safety, ensure compliance with CSU policies & procedures, adhere to standards of good practice in international programming, and provide for rapid location and communication in the event of an emergency situation. Please review the [CSU Travel policy](#) for more information.
HIGH HAZARDOUS COUNTRIES

The CSU considers a country/region to be "high hazardous" if it has a travel warning or is listed on the CSURMA list.

If one or more of your destinations includes a travel warning and/or is listed on the CSURMA high hazard list, it will take longer to process your travel packet. Please be sure to abide by the high-hazard deadlines.

In addition, your packet must address the safety, security and health information provided by the US Department of State and/or the Centers for Disease Control (CDC).

Travel Warning List
CSURMA High Hazard List

TRAVEL WITH STUDENTS

All individual student travel must be sponsored by a Cal Poly faculty/staff member, department, or a vetted service provider.

The student travel packet must provide a memo from a faculty or staff member that includes the following in their travel packet:

- Merits of proposed international travel opportunity
- Faculty/staff/department support of international travel request
- Name/address/phone/email of on-ground support

Individual student travel to high hazard regions must be through a vetted Cal Poly service provider. Please consider this when creating your budget and grant proposals.
GROUP TRAVEL

A group packet is required for three or more participants that includes student travelers. All travel that includes student participants must be sponsored by a Cal Poly faculty/staff member, department, or a vetted service provider.

All group travel must include a faculty/staff trip leader. Generally one trip leader for every 20 students.

A faculty/staff training workshop is required for trip leaders. Leaders will be contacted by email with the date/time of the workshop. Trip leaders are required to complete one training per academic year.

Group travel with students to high hazard regions must be through a vetted Cal Poly service provider. Please consider this when creating your budget and proposals.

How long will it take to process a travel packet after submission?

- Individual non-hazardous region: 1-2 weeks
- Individual high-hazardous region: 2-3 weeks
- Group to non-hazardous region: 2-4 weeks
- Group to high-hazardous region: 3-6 weeks
- Group travel with student fee: 12-16 weeks
Individual Travel Abroad

**Traveler** completes individual travel registration packet

- **Department Head & Dean**
  - **Sign Travel 1A & ITIR**
  - **CPI C**
  - **Provost**
  - **President**

**TRAVELER** submits Travel 1A & Expense Claim submitted to Fiscal Services by traveler/department

**Travel Advance?**

- **High Hazard?**
  - **YES**
    - **President**
    - **CPI C**
      - **Submit Travel 1A to Fiscal Services or Corporation.**
      - **Send copy of Travel 1A to traveler/department.**
  - **NO**

**Insurance Bound by Risk Mgmt or Corporation?**

- **YES**
  - **Traveler** is enrolled in S-STEP (https://step.state.gov/step/)
- **NO**
  - **Traveler** is not enrolled in S-STEP (https://step.state.gov/step/)

**High Hazard?**

- **YES**
  - **President**
  - **CPI C**
    - **Submit Travel 1A to Fiscal Services or Corporation.**
    - **Send copy of Travel 1A to traveler/department.**
  - **NO**

**TRAVELER** submits Travel 1A & Expense Claim submitted to Fiscal Services by traveler/department

**High Hazard?**

- **YES**
  - **President**
  - **CPI C**
    - **Submit Travel 1A to Fiscal Services or Corporation.**
    - **Send copy of Travel 1A to traveler/department.**
- **NO**

**NO**

**Note:** There are several steps not pictured, (mostly post-approval and post-travel).

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Group Travel Abroad

**N9 Data**

- **City/State (to be entered in S-STEP)**

**High Risk?**

- **YES**
  - **President**
  - **CPI C**
    - **Submit Travel 1A to Fiscal Services or Corporation.**
    - **Send copy of Travel 1A to traveler/department.**
  - **NO**

**N9 Data**

- **City/State (to be entered in S-STEP)**

**Traveler/Department**

- **Traveler/Department**

**High Risk?**

- **YES**
  - **President**
  - **CPI C**
    - **Submit Travel 1A to Fiscal Services or Corporation.**
    - **Send copy of Travel 1A to traveler/department.**
  - **NO**

**NO**

**Note:** There are several steps not pictured, (mostly post-approval and post-travel).
International Travel Authorization

- As of Fall Quarter 2016, all International Travel Authorization (ITA) packets will be submitted electronically through abroad.calpoly.edu under “International Travel.”
- Workshops on how to navigate the online ITA process will be available to faculty & staff starting in mid-September.
- Questions or requests to schedule a workshop should be emailed to intltrvl@calpoly.edu.
- Additional assistance, please contact Jill Victorino at 756-2056; javictor@calpoly.edu

Student Fees:
Trips & Study Abroad Programs
Fee Approval

Authority to charge Student Fees is based on the fee category and following flow of authority:
- California Education Code
- CSU Board of Trustees (Title 5)
- CSU Chancellor (Executive Order 1102)
- CSU Presidents

Fees for trips and study abroad programs are Category IV fees approved at the campus level by the University President.

Fee proposals for new trips and renewals must be routed through the campus fee approval process which includes presentation to the Campus Fee Advisory Committee (CFAC) prior to submission to the President for approval.

The Budget & Finance Office coordinates this process and can assist with any questions.

Fee Payment Collection

Allow 1-2 weeks following fee approval for fee setup and confirmation from the Student Accounts Office that payments may be made by students.

Vetting your trip or program with the Student Accounts Office early is advisable to determine the best method in which to collect the fee and develop payment instructions.

Options may include charging the student account, online payments, and/or payments made at the University Cashier.
Fee Payment Collection

Only authorized and approved fees may be collected from students and the proper payment channels must be used (i.e. University Cashiers or Student Accounts).

Faculty and Departments may not collect cash or other forms of payments directly from students unless established as a satellite cashier.

All payments collected from students, regardless of intended use, must follow E.O. 1102 and campus policies (i.e. shared transportation costs).

Resources

- Executive Order 1102 [http://www.calstate.edu/eo/EO-1102.html](http://www.calstate.edu/eo/EO-1102.html)
- Campus Fee Advisory Committee [https://afd.calpoly.edu/fees/cfac.asp](https://afd.calpoly.edu/fees/cfac.asp)
- Student Fee and Payment Schedules [https://afd.calpoly.edu/fees/](https://afd.calpoly.edu/fees/)
- Field Trip & Activity Guidelines [https://afd.calpoly.edu/riskmgmt/fieldtrips.asp](https://afd.calpoly.edu/riskmgmt/fieldtrips.asp)
Questions?