



Other/Business OIA Travel Registry Requirements

Pre-approval for Other/Business International Travel is processed through the OIA Travel Registry (<https://travelregistry.ncat.edu>). Upon approval, the traveler must upload confirmation from the OIA Travel Registry to Chrome River for the final approval. Once approved, faculty/staff may book their travel. ***Once the final approval is granted in Chrome River and your travel has been booked, it is required to return to the OIA Travel Registry to update your final itinerary and upload the required forms listed below.**

Faculty/Staff requests should be submitted for pre-approval in the Office of International Affairs Travel Registry at least **forty-five (45) business days** in advance of the planned departure date.

Travelers must select the **appropriate travel reason** in the OIA Travel Registry (only one reason can be selected). 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:

- ✓ Purpose of Travel (must relate to Preeminence 2030)
- ✓ Itinerary
- ✓ Sample Flight and Lodging Cost
- ✓ Leave of Absence Information
- ✓ Personal Travel Plans (if applicable)
- ✓ In-country Emergency Contact
- ✓ Upload Proof of Insurance (receipt of payment due after final approval in Chrome River)
- ✓ 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

***Travelers are required to complete the Insurance Roster Form, the Insurance Transmittal Form, and make payment for insurance at the Office of the Treasurer** (forms and payment cannot be accepted online at this time). Upon receiving your receipt, please upload proof in the file upload section, **and** send a copy to Alitta Satchell (agsatchell@ncat.edu).