



Faculty/Staff-Led Study Abroad OIA Travel Registry Requirements

Pre-approval for Faculty/Staff-Led Study Abroad programs 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 in Chrome River, faculty can recruit students for their program, and finalize travel arrangements. ***Once the final approval has been granted through Chrome River and your travel has been finalized with your Study Abroad provider (if applicable) or you have booked your travel independently, it is required to return to the OIA Travel Registry to update your final itinerary and upload the required forms listed below.**

New travel requests for Faculty/Staff-Led Study Abroad Programs must be submitted in the OIA Travel Registry at least 365 days before travel. Renewals of Faculty/Staff-Led Study Abroad Programs may be submitted in the OIA Travel Registry at least 180 days (about 6 months) prior to travel.

Travelers must select “**Faculty/Staff-Led Study Abroad**” in the OIA Travel Registry, as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- ✓ Purpose of Travel (must relate to Preeminence 2030)
- ✓ Revised Budget (how many students & costs)
- ✓ Description of Travel
- ✓ Provider Information
- ✓ Sample Flight and Hotel Cost
- ✓ Leave of Absence Information
- ✓ Personal Travel Plans (if applicable)
- ✓ In-country Emergency Contact
- ✓ Student Disciplinary Record Check Clearance Letter
- ✓ Chaperone Information
- ✓ Upload Proof of Insurance (receipt of payment due after final approval in Chrome River)
- ✓ Upload Copy of Required Travel Visa (if applicable)
- ✓ Upload Travel Exception Form (if applicable)
- ✓ Upload Participant Travel Manifest Form
- ✓ 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).