



Undergraduate/Graduate Student OIA Travel Registry Requirements for International Conferences

Pre-approval for UG/GR Student International Conference Travel is processed through the OIA Travel Registry (<https://travelregistry.ncat.edu>). **Travel must be submitted in the OIA Travel Registry at least forty-five (45) days prior to the planned departure date.**

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. Upon approval, the traveler must provide confirmation to their department and request it to be uploaded to Chrome River for the final approval (students do not have access to Chrome River). Once approved, students can proceed with departmental guidelines for booking travel (please inquire with your department for these guidelines). request. **Once travel is approved and finalized, travelers are required to return to the OIA Travel Registry to update their final itinerary and upload the required forms listed below.**

Students must log into the OIA Travel Registry using their OneID credentials and select “**UG/GR Student Conference Participation**” as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- Itinerary
- Purpose of Travel (must relate to Preeminence 2030)
- Funding Source
- Description of Travel
- Sample Flight and Hotel Costs
- Insurance Coverage Information
- In-Country Emergency Contact
- Upload Copy of Passport
- Upload Student Conduct Pledge
- Upload International Travel Health Form
- Upload Receipt of Payment for International Travel Health Insurance (insurance cannot be purchased until the final approval has been granted)
- Upload Student Release Authorization Form
- Upload the following documents based on travel type:
 - Program or conference overview
 - Conference invitation
 - Program or conference schedule
- Upload Travel Exception Form (if applicable)
- Upload Copy of Required Travel Visa (if applicable)
- 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.