



## **Chaperone (Faculty/Staff-Led Study Abroad) OIA Travel Registry Requirements**

Pre-approval for Chaperones accompanying Faculty/Staff for 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, travel arrangements can be finalized. **\*Once the final approval has been granted through Chrome River, and your travel has been booked by your 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.**

Chaperone requests for Faculty/Staff-Led Study Abroad Programs must be submitted in the OIA Travel Registry at least **forty-five (45) business days** in advance of the planned departure date.

Chaperones must select “**Faculty/Staff-Led Study Abroad Chaperone**” 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)
- ✓ Description of Travel
- ✓ Provider Information
- ✓ Sample Hotel and Lodging Cost
- ✓ Personal Travel Plans (if applicable)
- ✓ Leave of Absence Information
- ✓ In-country Emergency Contact
- ✓ 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)
- ✓ 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](mailto:agsatchell@ncat.edu)).