<u>Undergraduate/Graduate Student OIA Travel Registry Requirements</u>

Pre-approval for Graduate Student Other/Business International Travel is processed through the OIA Travel Registry (https://travelregistry.ncat.edu). 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). ***Once approval is granted in Chrome River and your travel is booked, it is required to return to the OIA Travel Registry to update your final itinerary and upload the required forms listed below.**

Student 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.

Students must select **"Conference Participation – Student"** in the OIA Travel Registry, as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- ✓ Itinerary
- ✓ Description of Travel
- ✓ Purpose of Travel (must relate to Preeminence 2030)
- ✓ Sample Flight and Lodging Cost
- ✓ Upload Insurance Roster (receipt of payment due after final approval in Chrome River)
- ✓ Upload Copy of Required Travel Visa (if applicable)
- ✓ Upload Copy of Passport
- ✓ Upload Student Conduct Pledge
- ✓ Upload the following documents based on travel type:
    - o Program or conference overview
    - o Conference invitation
    - o Program or conference schedule
- ✓ Acknowledgement of University Travel Policy

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