**Faculty International Travel**

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**STEP 1: FACULTY INTERNATIONAL TRAVEL PROCESS**

- **Start**
- Follow College/Unit Approval Process
- Travel Work Related?
  - Yes: Complete Travel Registry via Qualtrics link located on International Travel website 21-30 days in advance
  - No: Elevated Travel Advisory?
    - Yes: Faculty receives email with next steps in the process.
    - No: Review Request and Travel Advisories
      - Approved?: Yes: Approval email sent. Includes links to additional insurance services and instructions for printing Traveler's Global Companion card
        - No: Request not approved
      - No: See Procedure A

**STEP 2: TRAVEL REGISTRY**

- Elevated Travel Advisory?
  - Yes: Administrator Receives Survey for Approval
  - No: Faculty receives email with next steps in the process.

**STEP 3: TRAVEL EXEMPTION**

- Administrator Receives Survey for Approval
  - Yes: Exemption Survey Triggered via Qualtrics
  - No: Review Request and Travel Advisories
    - Approved?: Yes: Faculty receives email with next steps in the process.
    - No: UNLV Travel Risk Assessment Committee reviews petition for exemption
      - Approved?: Yes: Exemption Approved?
        - No: Request Not Approved
      - No: Approval email sent. Includes links to additional insurance services and instructions for printing Traveler's Global Companion card
        - Yes: See Procedure A

**STEP 4: CONTINUOUS MONITORING**

- Advisory Status change?
  - Yes: Search registry to determine faculty/staff members traveling in those areas
  - No: Process for Emergencies will be prepared

Travel Registry end of survey email includes instructions to: 1) Follow up with Export Control Officer. 2) Submit Workday Spend Authorization. 3) Register trip at step.state.gov/step. 4) Visit World Health Organization to review recommended vaccinations. 5) Purchase additional insurance through CISI.

Travel Exemption end of survey email informs faculty member that after receiving administrator approval, responses will be reviewed and travel advisories will be confirmed and sent to the Travel Risk Assessment Committee for approval. All decisions are final.