**STEP 1: FACULTY INTERNATIONAL TRAVEL PROCESS**

- Start
- Follow College/Unit Approval Process
- Travel Work Related?
  - Yes: Elevate Travel Advisory?
  - No: Stop

**STEP 2: TRAVEL REGISTRY**

- Complete Travel Registry via Qualtrics link located on International Travel website 21-30 days in advance
- Elevated Travel Advisory?
  - Yes: Follow College/Unit Approval Process
  - No: Faculty receives email with next steps in the process.

**STEP 3: TRAVEL EXEMPTION**

- Advisory Level 3-4?
  - Yes: Exemption Survey Triggered via Qualtrics
  - No: Review Request and Travel Advisories
- Faculty receives email with next steps in the process.
- Exemption Approved?
  - Yes: Exemption Approval
  - No: Request Not Approved

**STEP 4: CONTINUOUS MONITORING**

- Search registry to determine faculty/staff members traveling in those areas
- Process for Emergencies will be prepared
- Continuous Monitoring Travel Advisories
- Advisory Status change?
  - Yes: Exemption Approval
  - No: Stop

**Exemption Approval**

- Approval email sent. Includes links to additional insurance services and instructions for printing Traveler’s Global Companion card
- See Procedure A

**Procedure A**

- 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 CII.

- 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.