

## Pre Travel Arrangements

- Review Department of State Travel Warnings to determine if the destination requires approval by the University International Oversight Committee (IOC).
- If your destination is not listed please proceed with Planning Your Trip (see below).
- If destination appears on the Travel Warnings list, complete the **International Travel Exception form and submit to the VPBA Office** at least 45 days prior to travel. You may proceed with Planning Your Trip (see below) if request is approved.

## Planning Your Trip

- Request travel authorization from department.
- Contact one of the UT System Contracted Travel Agencies via phone or on-line-request; notify travel agency if traveling on federal funds.
- Create/Update your travel profile with the travel agency
- Department submits approval to Travel Agency for purchase of airfare , lodging, and car rental
- A personal credit card will be required to reserve your lodging and car rental
- Update/Create your travel profile with International SOS

## Helpful Tips

- Sign passport, and fill in the emergency information:** Make sure you have a signed, valid passport, and a visa, if required, and fill in the emergency information page of your passport.
- Leave copies of itinerary and passport data page:** Leave copies of your itinerary, passport data page and visas with family or friends, so you can be contacted in case of an emergency
- Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws.
- Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.