

International Traveler's Checklist:

This checklist is not complete. It highlights some of the requirements to travel internationally, that are most often overlooked by travelers. Please review the list and contact ORSP with any questions or concerns that may arise.

Travelers must familiarize themselves with the [CSU system wide travel policy](#).

- Receive written approval from grant sponsor for international travel.
- After travel is approved by sponsor, complete a [travel authorization form](#) at least 60 days before departure and submit it to ORSP. It may be helpful to view the [Travel Authorization Instructions](#) before completing the form.
- Travel to high hazard areas as determined and listed by the [U.S. State Department](#) requires additional approval from the Chancellor's office. Please verify if your destination is listed as high hazard and Consult [Coded Memorandum RM 2014-01](#) for more information and requirements.
- Foreign travel insurance is required for all official international travel. Please contact Ann Marie Rivas at ann.rivas@csueastbay.edu for more information.
- Employees traveling internationally should sign up for the State Department's Safe Traveler Enrollment Program (STEP). This system provides information to travelers should conditions in the foreign country change and can assist in an emergency. The on-line enrollment site is at <https://travelregistration.state.gov>.
- Visit the [Department of State Office of Allowances](#) to enter the name of your destination country to determine your expense allotment for travel. This includes the currency conversion, and the limits you are allowed to spend on meals and lodging while out of the country. (tip: vacation rentals like AirBNB are not allowed)
- Be sure to save any/all receipts for travel expenses, to assist you in completing an [employee request for reimbursement form](#). You can contact ORSP for assistance with this form or you can look at [reimbursement instructions](#).
- Be cognizant of our export control policy. It is illegal and punishable by law to take sensitive items out of the country. For a reference list of what is determined "sensitive" please see [Export control policy](#).
- After all travel is approved and you are compliant with the above steps, all official university travel can be booked through the University Travel Agent: [Global Travel](#) using their online [Travel Request](#). Consult the [Instructions](#) for arranging travel with Global Travel that are available online.
- When airfare is being charged to a federal contract or grant, travelers must be in compliance with the Fly America Act. This mandates travelers to **only book flights on US flag air carrier airlines.**