

International Travel Approval Checklist
Department of Environmental Science and Technology
March 4, 2019 (Revised)

- Travel funds for International Travel are available (Approval by Traci Jackson)

- Countries to visit Do Not have Travel Advisories from the US State Department (if so, you must write a justification for travel to unsafe areas)

- All required immunizations have been obtained (see Health Center Travel Nurse)

- CISI Travel Insurance will automatically be issued through the University soon after the Travel Approval Request has been approved by Traci Jackson

- Copy of Passport has been filed with the ENST Business Office via Tina Scites at least 48 hours prior to departure. Confirm your passport has not expired and will not expire during the trip.

- Copy of Final Travel Itinerary, including contact information, has been filed with the ENST Business Office via Tina Scites at least 48 hours prior to departure.

- Trip is registered with the US State Department

*** Failure to abide by these rules can result in the inability to obtain reimbursement. ***