

## International Travel Approval Requirements

International travel requests necessitate additional information to document approvals for university business and to comply with the current international travel process which requires campus approval. After reviewing the CDC website's international risk levels, please provide responses to the following:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

- 1) Please provide your detailed COVID Safety plans for this travel (e.g., vaccination status, mask wearing, social distancing, handwashing, pre- and post-COVID testing, post travel quarantine, etc.).
- 2) Please describe the essential mission critical nature of your work.
- 3) Please affirm that you agree to track changes to the COVID status for your destination and if significant changes are communicated via the CDC website that you are prepared to adjust your travel plans accordingly.

After responding to the above information, attach completed responses to your travel request in Concur.

The screenshot displays the top navigation bar of the Concur system. On the left, there is a blue 'Approvals' button and a 'Reporting' dropdown menu. On the right, there is a 'Help' dropdown menu and a green box indicating the user is 'Acting as Moore, Russell L' with a user icon. Below the navigation bar, a toolbar contains several buttons: 'Cancel', 'Save', 'Attachments' (with a dropdown arrow), 'Print / Email' (with a dropdown arrow), 'Send Back Request', 'Approve' (in red), and 'Approve & Forward'. A dropdown menu is open under the 'Attachments' button, showing 'Check Documents' and 'Attach Documents', with 'Attach Documents' circled in red. To the right of the toolbar, the status is displayed as 'Status: Submitted & Pending Approval'.