**INTERNATIONAL TRAVEL PROCESS**

**INTERNATIONAL TRAVEL**

IS DESTINATION ON THE "RESTRICTED REGION LIST"?

- NO
  - COMPLETE INTERNATIONAL TRAVEL EXCEPTION AUTHORIZATION REQUEST FORM
  - PEOPLESOFT TRAVEL AUTHORIZATION
  - DO YOU NEED A TRAVEL ADVANCE?
  - NO
    - SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT
  - YES
    - PROCEDURE WITH MAKING NEEDED TRAVEL ARRANGEMENTS
      - AIRFARE
        - CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (REQUIRED)
      - LODGING
        - CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (OPTIONAL)
      - CAR RENTAL
        - CONTACT UT SYSTEM CONTRACTED TRAVEL AGENCY TO BOOK TRAVEL (OPTIONAL)
      - Anthony Travel
        - UPDATE ON CALL INTERNATIONAL PROFILE
          UTEP Group ID: 100143CPPD21
      - STOP

- YES
  - DO NOT BOOK TRAVEL

**REQUEST TRAVEL ADVANCE**