INTERNATIONAL TRAVEL PROCESS DURING COVID-19 TRAVEL RESTRICTIONS

INTERNATIONAL TRAVEL

APPROVED?

PEOPLESOFTRAVEL AUTHORIZATION

DO YOU NEED A TRAVEL ADVANCE?

YES

REQUEST TRAVEL ADVANCE

NO

COMPLETE INTERNATIONAL TRAVEL EXCEPTION REQUEST FORM

REQUEST APPROVAL FROM RESPECTIVE VICE PRESIDENT

PROCEED 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 INTERNATIONAL SOS PROFILE

SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT

STOP

DO NOT BOOK TRAVEL