**INTERNATIONAL TRAVEL PROCESS**

**DEPARTMENT OF STATE TRAVEL WARNINGS LIST**

- TRAVEL DESTINATION LISTED?  
  - YES: COMPLETE INTERNATIONAL TRAVEL EXCEPTION REQUEST FORM
  - NO: APPROVED IAP

**APPROVED IAP**

**PEOPLESOFTRAVEL AUTHORIZATION**

- DO YOU NEED A TRAVEL ADVANCE?  
  - YES: REQUEST TRAVEL ADVANCE
  - NO: PROCEED WITH MAKING NEEDED TRAVEL ARRANGEMENTS

**PROCEED WITH MAKING NEEDED TRAVEL ARRANGEMENTS**

- AIRFARE
  - CONTACT EITHER OF THE U.T. SYSTEM CONTRACTED TRAVEL AGENCIES TO BOOK TRAVEL
  - ANTHONY TRAVEL
  - CORPORATE TRAVEL PLANNERS

- LODGING
  - CONTACT EITHER OF THE U.T. SYSTEM CONTRACTED TRAVEL AGENCIES TO BOOK TRAVEL
  - ANTHONY TRAVEL
  - CORPORATE TRAVEL PLANNERS

- CAR RENTAL
  - CONTACT EITHER OF THE U.T. SYSTEM CONTRACTED TRAVEL AGENCIES TO BOOK TRAVEL
  - ANTHONY TRAVEL
  - CORPORATE TRAVEL PLANNERS

**UPDATE INTERNATIONAL SOS PROFILE**

**SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT**