INTERNATIONAL TRAVEL PROCESS DURING COVID-19 TRAVEL RESTRICTIONS

INTERNATIONAL TRAVEL

APPROVED?

YES

PEOPLESOFTRAVEL AUTHORIZATION

DO YOU NEED A TRAVEL ADVANCE?

NO

REQUEST TRAVEL ADVANCE

YES

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 ON CALL INTERNATIONAL PROFILE

SUBMIT REQUIRED DOCUMENTATION TO YOUR TRAVEL ARRANGER FOR REIMBURSEMENT