

## International Travel Checklist

Traveler's Name: \_\_\_\_\_

Trip Start Date: \_\_\_\_\_ Trip End Date: \_\_\_\_\_

Destination: \_\_\_\_\_

- ☐ Contact OnCall and complete the [Pre-Trip Itinerary Review](#)
  - ☐ Date of call with OnCall \_\_\_\_\_
  - ☐ Confirmation Number from OnCall \_\_\_\_\_
- ☐ Email flight itinerary to [trips@oncallinternational.com](mailto:trips@oncallinternational.com)
- ☐ Download OnSolve app from email received (optional)
  - ☐ Make sure to have an international phone plan
- ☐ Create travel request in Concur
- ☐ Upload documents to travel request
- ☐ Supervisor's signature stating that they are aware of any risks for this travel
  - ☐ \_\_\_\_\_
- ☐ Upload a copy of this document after it has been completed

Make sure that the travel request is fully approved BEFORE the trip start date

Important Notice: All international travel requests need to be submitted and approved prior to the Trip Start Date. If the request is not approved and submitted prior to the Trip Start Date, and the risk level of travel is Level 3 or higher, traveler will have to contact the International Oversight Committee for an exception approval in writing and/or the potential of not being reimbursed with University funds.