

COLORADO STATE UNIVERSITY-PUEBLO

INTERNATIONAL TRAVEL PRESIDENT APPROVAL PROCESS (KUALI TRAVEL MODULE)

INTERNATIONAL TRAVEL REQUIREMENTS:

- All employees requesting International Travel must follow their reporting structure approval process before sending an email to President's Office for approval.
- International Travel requires Authorization be submitted to the President's Office five (5) weeks prior to travel. This includes 30 days advance notice required for International Travel as well as an additional seven (7) days required by President's Office to complete approval process now required as a result of the new Kualo Travel Module process.

NOTE: If an International Travel Request is not completed and sent to the EAP within the outlined time, such travel requests are subject to denial. In addition, any expenses made prior to the approval may or may not be approved and therefore become the personal financial responsibility of the traveler.

- University employees are required to follow the process below for Travel Authorization Approval as it relates to International Travel.

PROCESS

- 1) Traveler/Arranger must provide an email to the Executive Assistant to the President (EAP) requesting Approval. The Traveler/Arranger is to copy the email to their Dean, Department Chair and/or Vice President, dependent on traveler's reporting structure.
- 2) Email must include:
 - a. Purpose and Justification for travel
 - b. Dates of travel
 - c. Location to where traveler is going (must specify hotel and/or where traveler is staying - Risk Management requirement)
 - d. Estimated Costs
 - e. Account to be expensed for travel

Note: It is the Department's responsibility to ensure that funds are available for travel and that the budget being used does provide for International Travel Expenses. Most Federal Grants and some State Grants/Contracts do not allow for foreign travel.

- 3) Once the email is received by EAP with all the required information, the EAP will discuss the request with the President and the President will either give verbal approval or denial of the request to the EAP who will respond with an APPROVAL or DENIAL email to the traveler/arranger and copy the President.
- 4) Traveler/Arranger is to attach the **APPROVED** email to the International Travel Authorization.