

COLORADO STATE UNIVERSITY-PUEBLO
Financial Instruction Procedures
FPI 5-1-IT

1. **Procedure Title:** International Travel Procedures
2. **Procedure Purpose and Effect:** To define procedures for International travel expenditures.
3. **Application of Procedures:** These procedures are additional requirements to FPI-5-1 for all International Travel expenditures made with University funds for travel related to International Official University business.
4. **Exemptions:** None.
5. **Definitions:** The following definitions apply to all travel paid with University funds---no matter the source of the funds---and to all individuals engaged in such travel, whether officers, faculty, staff, students, or non-employees traveling on University business. For questions, contact Procurement Services at 719-549-2772 or 719-549-2355 or Accounts Payable at 719-549-2145.
 - A. **International Travel** - Travel to any destination not considered in-state or out-of-state. All international travel must be approved in advance by the President and the fiscal officer must provide evidence that funding is available on the account being charged.

6. International Travel Requirements

1. All employees requesting International Travel must follow their reporting structure approval process before sending an email to President's Office for approval.
2. 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 Quali Travel Module process.

NOTE: If an International Travel Request is not completed and sent to the Chief of Staff (COS) 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.

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

7. International Travel Authorization Process

Traveler/Arranger must provide an email to the Chief of Staff (COS) requesting Approval. The Traveler/Arranger must attach proof of approval by their Dean, Department Chair and/or Vice President, dependent on traveler's reporting structure. Additionally, International Travel that involves students need to have approval from International Programs. That approval must be attached to the Notes & Attachments section of the TA.

1. 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 (Fiscal Officer) 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.

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

Any travel involving an international quest(s) requires that a contract be prepared if the University is paying for the international guest travel and/or fee for their services. Process must be followed as per FPI 2-19 Independent Contractor Procedures. No contract is necessary if traveler(s) purchases their own ticket and is only being reimbursed the cost of the airline ticket. Please note that international guests traveling on a B2 Visa is prohibited from being paid as per FPI 5.31.4.