

### **New procedures for International Travel (as of 7/1/15)**

Risk Management approval is required for all employee's international travel prior to departure. A traveler's failure to register the trip with their travel preparer and Risk Management in a timely manner may result in the traveler not being reimbursed for travel expenses. Travelers should submit a pre-travel form to the Accounting office at least one week prior to the travel start date. Include hotel name and address and emergency contact number during the trip. This is now required information on international travel authorizations. Once a travel authorization is submitted by your travel preparer, it routes to Risk Management. The traveler and travel preparer will receive e-mails of approval or further instructions.

All travelers who have "student" status are required to contact the Office of International Programs as soon as possible in order not to delay approval. Students should forward their International Programs e-mail approval to their travel arranger in the Biology Accounting Office.

CSU uses the OANDA currency conversion system. Travelers should retain proof of currency conversion if they wish to be reimbursed for actual conversion received during travel.

The link to the Risk Management website and more information is found here:

<http://rmi.prep.colostate.edu/international-travel>. It is recommended that travelers download and print the international travel insurance card from this site.