

International Travel for Employees ^[1]

What is International Travel?

Any trip that is outside the 48 contiguous United States, Alaska, and Hawaii.

Requesting pre-approval for international travel

You must request pre-approval for international travel through the Concur Travel & Expense System (Concur). Concur routes the request for approval to the traveler's HR Supervisor or SpeedType Approver; the International Travel Approver/Officer for the traveler's organizational unit; and -- if the trip is to a high-risk destination -- the appropriate Chancellor/President or his/her delegate. This process is required whether the trip is funded by CU or by an outside entity.

The pre-approval process ensures that:

- The University can consistently and thoroughly assess the risks and benefits of international trips with regards to the safety of University travelers; and,
- Important information about regulatory compliance and export controls is communicated to the traveler and the appropriate campus export control office.

For detailed instructions, see [Requesting Approval for International Travel](#) ^[2].

Booking travel

Once the pre-approval request is fully approved, Concur sends an email notification to Christopherson Business Travel (CBT) and to the traveler.

At this point, you can contact a [CBT Agent](#) ^[3] to book your trip.

Fly America Act (flying on federal funds)

If your airfare will be paid for by federal funds, you need to be familiar with the [Fly America Act](#) ^[4].

Insurance Coverage

The University provides employees with international medical and evacuation insurance that covers medical emergencies, security emergencies, or natural disasters through GeoBlue.

Furthermore, the University has a membership with a travel assistance provider, International SOS (iSOS), to provide additional services when traveling abroad. When making arrangements through CBT, employees are automatically enrolled for iSOS services.

For trips that are purchased by a third party or booked outside of CBT, be sure to self-register your international trip with iSOS [5].

Refer to the University Risk Management International Travel Guidelines [6] for detailed information on coverage, accountability, waivers, releases, consents, risk assessment, and emergency planning checklist.

International Travel: What Else Do You Need to Know?

- Cash Advances [7]
- Export Control: UCB [8] | UCCS [9] | UCD [10]
- Health-Related Alerts [11]
- iSOS [5]
- Travel Warnings [12]
- University Risk Management [6]

Source URL: <https://www.cu.edu/psc/international-travel-employees>

Links

[1] <https://www.cu.edu/psc/international-travel-employees>

[2] <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>

[3] <https://www.cu.edu/psc/travel/christopherson-business-travel>

[4] <https://www.cu.edu/psc/fly-america-act>

[5] <https://www.cu.edu/psc/training/booking-travel/logging-international-university-travel-isos>

[6] <https://www.cu.edu/risk/services/international-travel>

[7] <https://www.cu.edu/psc/procedures/cash-advances>

[8] <http://www.colorado.edu/researchinnovation/export-controls>

[9] <https://www.uccs.edu/osp/export-controls.html>

[10] <http://www.ucdenver.edu/research/ORC/EC/Pages/default.aspx>

[11] <http://www.who.int/ith/en/>

[12] <https://travel.state.gov/content/passports/en/alertswarnings.html>