

Travel Checklist

1. Travel pre-approval process (completed NLT 3-weeks prior to travel)
 - Complete Concur travel request (each traveler) - <https://us2.concursolutions.com/nui/travelrequest/home>
 - Register international travel (each traveler, if applicable) - <https://finance.untsystem.edu/travel/international-travel.php>
 - Approved by the supervisor (approval to travel)
 - Approved by the Cost Object Approver (budget approval for estimated travel expenses)
 - Approved by Grants or Research Services (if applicable)
 - Each traveler has appropriate identification/passport
 - Do you have a travel card (different from p-card) (if applicable) - <https://finance.untsystem.edu/travel/travel-card.php>
 - Student(s) has informed Student Services of travel information (where, why, with whom, dates)
2. If traveling internationally, is the destination country(s) a level 3 or higher on the U.S. State Department's website? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
 - Yes (complete a risk assessment) No
 - Contact Emergency Management for risk assessment: Emergency.Management@unt.edu
 - Review international travel information: <https://www.unthsc.edu/research/office-of-research-compliance/international-compliance-export-control/international-travel/>
3. Review travel page: <https://finance.untsystem.edu/travel/>
 - Authorized expenses
 - Rental car and mileage reimbursement rate
 - Travel training review/familiarization
4. One week out from travel
 - Confirmation of approved travel received
 - Travel documents on-hand and current
 - Review travel plans. Check for international travel updates on U.S. State Department website (if applicable)
 - If traveling with a group, confirm checklist with travelers
5. 24 hours out from travel
 - Confirm flight/check-in
 - Group travel, confirmation of documents needed and timelines
 - Close out with department head and team covering duties while out

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