Division Chiefs, Division Managers, and Administrative Assistants,

Please disseminate this to your faculty members and anyone in your division involved in travel:

Updates: International travel no longer requires Dean or SVP approval. In accordance with policy, **ALL** international travel requires registration in Concur **one month prior to the departure travel date**. The Division Chief and Division Manager must approve and sign the International Travel Approval Form before requesting Department approval, ensuring that (a) the travel is within the required timeline and (b) the expense has been budgeted.

Send the completed form to the Pediatrics Administration AA (Monique Chantry monique.chantry@hsc.utah.edu). Mike Rogers will approve international travel requests at the Department level. *Please allow a minimum of one week for this process.* **Late registration** will no longer be approved from the Dean's Office and SVP Office, which will result in **no ability for reimbursement**.

No aspect of travel may be purchased before the form has been sent back with approval. This includes Conference Registrations, Hotel Reservations, Plane Tickets, etc.

Please note that the trip needs to be submitted on Concur before requesting Department approval (the trip can be registered in Concur without purchasing the ticket). **Submit a screenshot of said Concur Request with the travel form.**

Concur will automatically generate an email through which the CISI Travel Insurance needs to be purchased (this is sent out 24 hours after the Concur Request is submitted). Before booking flights, please **pre-emptively register and pay for the insurance** in order to submit the receipt with the travel form.

If you have any questions, please contact Travel & Reimbursement Services at travel_questions@utah.edu or (801) 581-7142.

Checklist:

- ✓ Take screenshot of submitted Concur Request
- ✓ Purchase Travel Insurance and obtain receipt
- ✓ Complete travel request form
- ✓ Submit to Department for approval

International Travel Approval Form

CISI Self-Enrollment Form