



Chaperone (Faculty/Staff-Led Study Abroad) OIA Travel Registry Requirements

Pre-approval for Chaperones accompanying Faculty/Staff for Study Abroad programs is processed through the OIA Travel Registry (<https://travelregistry.ncat.edu>). To avoid delays, international travel requests are required to be submitted for pre-approval in the OIA Travel Registry **at least forty-five (45) days** in advance of the planned departure date. The final approval will be determined by the traveler's Immediate Supervisor, College Dean, or respective Vice Chancellor as the Chancellor's designee in Chrome River. The Office of International Affairs reviews travel submissions within **three (3) business days**. Each additional approver has **three (3) business days** to approve the travel request. Upon approval, the traveler must upload confirmation from the OIA Travel Registry to Chrome River for the final approval. Upon approval, faculty/staff may book their travel. **Once travel is finalized, travelers are required to return to the OIA Travel Registry to update their final itinerary and upload the required forms listed below.**

For questions regarding the Chrome River process, please contact Sonya Foster, Travel Card Administrator (spfoste1@ncat.edu; 336.285.2998).

Travelers must log into the OIA Travel Registry using their OneID credentials and select “**Faculty/Staff-Led Study Abroad Chaperone**” as the reason for travel. The following information is required for approval in the OIA Travel Registry:

- Itinerary
- Purpose of Travel (must relate to Preeminence 2030)
- Funding Source
- Acknowledgment of Travel
- Notice of Leave
- Description of Travel
- Provider Information
- Sample Flight and Hotel Costs
- Insurance Coverage Information
- Personal Travel Plans (if applicable)
- In-Country Emergency Contact
- Upload Daily Itinerary
- Upload Receipt of Payment for International Travel Health Insurance (insurance cannot be purchased until the final approval in Chrome River has been granted)
- Upload Travel Exception Form (if applicable)
- Upload Required Travel Visa (if applicable)
- Acknowledgement of University Travel Policy



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Insurance Requirements: Travelers are required to complete the following steps:

- Complete the **Insurance Roster Form** (available in the International Travel section of the OIA webpage) and request the **Insurance Transmittal Form** from Alitta Satchell (agsatchell@ncat.edu) as it contains sensitive fund information.
- **Submit payment along with the Insurance Transmittal Form** to the **Office of the Treasurer** (First floor of the Dowdy Building). Online payment is not available at this time.
- After receiving your receipt, upload proof of payment in the OIA Travel Registry in the designated upload section, and send both the receipt and the Insurance Roster Form to Alitta Satchell who will then enroll travelers in **GeoBlue International Travel Health Insurance**.

All travelers are required to purchase and enroll in GeoBlue International Travel Health Insurance, regardless of whether insurance is provided by their travel provider.