KU OFFICE OF INTERNATIONAL PROGRAMS
The University of Kansas Medical Center

INTERNATIONAL TRAVEL REGISTRATION and REIMBURSEMENT TIMELINE for CONFERENCE or MEETING

- **As soon as travel is known but no more than a year in advance and at least 3 months in advance *if possible*:**
  - Traveler should register international travel through OIP here: **KUMC TRAVEL REGISTRATION**
  - Within the travel registration, if the destination country has a Department of State advisory level 3 or 4 or a CDC Health Notice of a level 3, the traveler will need to complete a Travel Threat Assessment Committee (TTAC) Petition.
  - This will be in the travel registration after the traveler has uploaded a passport and received the insurance information.
  - The provided KU Insurance information should be saved for travel.
  - NOTE on PETITION:
    - If the traveler needs to complete the TTAC petition, it is highly recommended that it be approved by the TTAC prior to purchasing flights.
    - The petition redcap has specific questions that should be answered thoroughly and thoughtfully. A Traveler may need to confer with the international site or host to complete this. The TTAC expects to see that the traveler has researched and spent some time considering risk mitigation.
    - Please confer with kconnelly@kumc.edu about the petition.
  - Also within the travel registration redcap, you will be prompted to complete the UKHS Foreign Travel Access with HITS if you need to gain access to hospital resources (such as Citrix, O2/Epic, Epic Haiku, Epic Canto, etc.) while traveling internationally. ***Do not skip this step in the redcap if you will need access, and this access should be requested at least 7 days in advance of travel.***

- **After submitting the travel registration,**
  - Create an estimated budget for the international travel.
  - Someone in the department will need to do a spend authorization in workday for the trip for reimbursement (even if not getting reimbursed). Unlike the travel registration redcap, this step can be completed by the traveler or an administrator. For this spend authorization step, these items are needed:
    - a reimbursement trip justification,
    - description of the travel (what is the reason for the international travel/what will the traveler do)

        - projected expense items for the entire trip (include everything for example – airfare, parking, hotel, food, phone, transportation to and from airport in KC and destination hotel, registration or elective fee)
        - add in attachments of hotel reservation, preliminary itinerary and preliminary agenda (conference or educational experience), emails about plans etc.
    - Depending on the travel purpose, the traveler may or may not get an email to complete the Pillars of Global Health

- **While traveling,**
    - Retain all receipts for expenses.
        - Food: If each meal expense will be reimbursed rather than a per diem paid (endowment typically requires receipts and state money typically processes a per diem), retain all receipts for food. Traveler should check on the funding source and required documentation.
        - If the traveler must pay cash at the international location, the traveler should carry a receipt book that can be completed for any reimbursable expense. The date, description, amount and signature from vendor must be on the receipt. ** note – credit card statements are not accepted by travel audit **
    - Track expenses on **Sample Budget and Expense Excel**

- **Within 30 days of return from international travel**,
    - An expense report should be submitted in workday. If applicable, an administrator can do this for the traveler.
    - The following documents will be necessary for processing the expense report and reimbursements.
        - All receipts if funded by an endowment account/state funds typically issues a per diem
        - Flight information
        - Final schedule of events/agenda
            - If it's an International Educational Experience (IEE), a daily schedule of activity will be required.
        - The TTAC approval email (if applicable)
        - The completed Travel Registration pdf
            - If needed, please email Stacie Rader srader@kumc.edu so she can provide this.
        - For residents, GME packet that was turned into the GME office

ADDITIONAL INFORMATION

OFFICE of INTERNATIONAL PROGRAMS (questions? Kimberly kconnelly@kumc.edu Stacie Rader srader@kumc.edu)

KUMC TRAVEL REGISTRATION

International Educational and Professional Travel Policy (effective 2014)

- Due to the complexities of international travel and the need to be aware of Department of State Travel Advisories and CDC Health Notices as well as other pertinent safety information, it is mandated that all student IEE's be registered with and approved by the Office of International Programs. Moreover, in concert with the university's desire to provide health, safety and security information in addition to logistical support for all members of the KUMC community, it is also required that any faculty, resident or staff member participating in an IPE as a representative of KUMC register the IPE with the Office of International Programs in advance of travel.
- All international professional and educational travel must be registered…all other travel registration is encouraged.
- **KUMC TRAVEL REGISTRATION**

Travel to a High-risk Location (effective 2013)

- The quality of the educational and professional experiences and the safety of students and employees are the first priorities of the University of Kansas Medical Center. Owing to concerns for student and employee safety, the University of Kansas Medical Center does not uniformly support international educational or professional experiences to high-risk areas identified by a US Department of State Travel Advisory Level 3 or 4 or a CDC Travel Health Notice Level 3 or CDC COVID 19 level 3 or 4. However, should an individual still desire a professional or educational experience in a high-risk area, he/she may petition for an exception to this policy.
- The Petition

  The petition process is meant to be an educational exercise which ensures that the traveler knows where to find the most recent and relevant information on the specified country/location; the traveler has researched all websites including the CDC and DoS websites; the traveler comprehends the risks of travel to the high-risk location and from that comprehension can articulate a plan to mitigate concerns. The petition should be submitted to the Office of International Programs.

  For a petition addressing security concerns:
  - Explanation of proposed International Educational or Professional Experience including a statement of the value of this experience and necessity to travel to the specific country/location for the experience
  - The specific dates of international experience
  - The specific locations including all regions, states or cities within a country or under the travel advisory.
  - Detailed information including:
    - Information on sponsoring organizations, hosting organization or institution, supervision, and all local or on the ground logistical support provided by the host
    - Description of housing/accommodation plans
    - On ground transportation plans
  - Demonstrated understanding of the security risks as well as specific mitigation of these risks outlined by the Department of State

  For a petition addressing pandemic or health notices
  - A statement of the value of this experience and necessity to travel to the specific country/location for the experience
  - Country/location specific information from the CDC
  - Entry and exit requirements or other country specific requirements related to the health concern
  - Demonstrated understanding of the health risks as well as specific mitigation of the health risks outlined by the CDC and Department of State