International Travel Overview

This training is an overview on international travel in Chrome River. For specific rules on international travel, see https://travel.controller.vt.edu/

International Travel: Pre-Approval

A pre-approval is required for all international travel. This pre-approval can be as little as $1.00.

1. Trip Type: When traveling internationally, select the drop-down next to Trip Type.
2. Select the “International” option. Note: When selecting the “International” option, the Origination or Destination must be outside the United States or a violation will fire when adding an expense line item. A violation will also fire if the Origination or Destination is outside the United States and the Trip Type is “Domestic”.
When selecting “International” for the Trip Type, two blank spaces will automatically appear (Organization(s) To Be Visited and Key Personnel To Be Visited). These two entries must be filled in order to proceed.

3. **Organization(s) To Be Visited**: List out the known organization(s) the traveler intends to visit.

4. **Key Personnel To Be Visited**: List out the known personnel the traveler intends to meet. I.e. If this is a business meeting, whom does the traveler intend to meet with.
5. Int’l Travel/Risk MGMT Tracking: If the user does not wish to encumber funds for this international travel, they can select this expense line item to encumber $1.00. (See the Pre-Approval-International Travel_Risk MGMT Tracking training document for more information) After this expense line item has been added, Submit the pre-approval to begin the approval process.
6. When going into the Tracking tab for the pre-approval, the user can see that the report will be routed to the Office of Export and Secure Research office (OSERC) for approval. (To get into the Tracking tab, select the desired pre-approval in the Submitted Pre-Approvals tab and then select Tracking.)
1. Trip Type: If a user does not import a Pre-Approval (PA) with International already selected, they must select “International” as the “Trip Type”

2. After International is selected, a new drop-down appears asking if this payment needs to be paid by wire. The answer is defaulted to “No”.
If the answer is “Yes”, the user can select from a pre-populated list of available currencies to be paid out by wire.

3. Remember that all international travel Expense Reports (ER) must have a PA attached. If no PA was imported, select the title of the ER to bring up the Header.
4. Import from Pre-Approval: Select the Add Pre-Approval Report to select from a list of PAs to attach to the Expense Report.

5. The user can also add a Pre-Approval from the Submission page by selecting the “Pre-Approval” button and choosing the correct PA.
If the user selects “Submit” without attaching a Pre-Approval, a Warning will fire requiring an explanation as to why no Pre-Approval is attached to this ER. After an explanation is provided, the PA can now be submitted.
1. If an individual has a receipt that is in currency other than U.S. Dollars, select the “USD” button right next to the “Amount” space.

2. A pre-populated list appears of available currencies. In this example, the receipt is in euros, so the user should select the European Monetary Union option.
3. Insert the total amount of the receipt in euros.
4. The total conversion to U.S. dollars is shown here. The traveler will be reimbursed this amount for this expense line item.

5. The user can see that the Amount is 25.00 euros, but the Pay Me amount is in USD.