

International Travel Procedure

Step 1: Submit a Travel Request Form found under “Travel Policies and Procedures” at the link below:

<https://www.fau.edu/nursing/faculty-staff/forms/>

Step 2: Submit a Spend Authorization in Workday (This can be done by the individual traveling or delegated to Evan Lawrence or Robson Lima to submit on their behalf)

Per the Global Safety and Security Policy: “All university-related travel abroad requests must be submitted for review no later than 30 days prior to a proposed travel departure date to ensure adequate time for risk assessments, institutional reviews, and any required pre-approvals or recommendations”

Please see the revised policy for additional information:

<https://faupub.cfmnetwork.com/B.aspx?BookId=14258&PageId=474474&Search=global>

Step 3: Once the Spend Authorization is submitted, the individual traveling will be prompted to complete the following in Workday:

- **Signed Travel liability waiver:** <https://www.fau.edu/global-travel/documents/travelwaiveronnetwo.pdf>
- **CISI insurance:** [fau-faculty - Welcome Cultural Insurance Service International](#) (at no cost to faculty and staff)
- **Enrollment in STEP program:** <https://mytravel.state.gov/s/step>
- **Complete Export Control Questionnaire:** <https://www.fau.edu/global-travel/documents/international-travel-export-control-screening-questionnaire-march2026.docx>

Note: No travel accommodations should be booked until the Spend Authorization is fully approved.

Step 4: Receipts should be sent to Evan Lawrence for reimbursement once you return from your trip.

For any additional questions, please contact Evan Lawrence (Elawren7@health.fau.edu).