



## **INTERNATIONAL TRAVEL FREQUENTLY ASKED QUESTIONS (FAQ'S)**

To route the International Travel Authorization via the Adobe Sign system, use the below workflow link). The workflow allows for the electronic signature of the required approvers. This form cannot be routed via email due to security reasons. Adobe Sign has been designated as a secure, quick, and best option for ease of signatures. Other questions can be directed to Teresa Montoya at the Financial Services office at (805) 437-3514 or by email at [teresa.montoya@csuci.edu](mailto:teresa.montoya@csuci.edu).

### **WHAT IS THE CURRENT METHOD TO SUBMIT THE INTERNATIONAL TRAVEL AUTHORIZATION?**

The current workflow application is found via the Adobe Sign system, find the below link:

[International Travel Authorization](#)

### **WHAT IS THE ADOBE SIGN WORKFLOW?**

The current workflow includes inputting the traveler's, their Supervisor/Department Chair's, and their AVP/Academic Program Dean's email addresses in the appropriate fields.

### **WHO SUBMITS THE TRAVEL AUTHORIZATION?**

The "form filler" should be the person requesting the travel or their department's coordinator. The "form filler" and the "traveler" can be the same person.

### **WHO IS AUTOMATICALLY ON THE WORKFLOW?**

The Risk Analyst (reviews that the travel does not pose a risk), the Risk Manager, the designated approver for the Senior International Officer, the Senior International Officer, the designated approver for the President's Office, and the President or delegated approver (Chief of Staff).

### **WHO OVERSEES THIS AUTHORIZATION?**

Delegated authority is assigned to the Senior International Officer. The President (or delegated authority) gives final international travel approval.

### **HOW MANY DAYS IN ADVANCE SHOULD THE FORM BE SUBMITTED?**

Submit the form before the travel no less than thirty days (required); however, sixty days are recommended.

### **IS A CHANNEL ISLANDS TRAVEL (CIT) REQUIRED?**

The Travel Authorization form is also required to obtain Channel Islands Travel (CIT) number in order to purchase items such as airline tickets through the CI Travel Store, Santa Rosa Island Travel, or rental cars through the campus travel agent. Contact Procurement & Contract Services for more information at [purchasing@csuci.edu](mailto:purchasing@csuci.edu).

### **WHAT DOCUMENTS ARE REQUIRED TO BE ATTACHED WHEN SUBMITTING THIS AUTHORIZATION?**

The travel roster and trip itinerary.