Travel Warning Policy Procedures Checklist

The Travel Warning Authorization Form must be submitted to the Office of International Initiatives prior to Georgia State faculty, staff, and graduate students travel to a country on the U.S. State Department’s Travel Warning List.

Prior to Form Submission:

- **Reserve a ticket for 24 hours (optional) by calling a travel agent at (770) 291-5190 or (877) 548-2996
- Confirm the department Chair and Dean’s approval of travel
- Have traveler complete and sign, along with a witness, the Assumption of Risk Waiver
- Compile the following mandatory information:
  - Traveler’s full name
  - Traveler’s e-mail address
  - Traveler’s phone number
  - Departure city
  - Departure country
  - Destination city
  - Destination country
  - Departure date
  - Arrival date
  - Purpose for travel
  - Purchase order number
  - Authorized department approver’s name
  - Authorized department approver’s phone number
  - Authorized department approver’s e-mail
  - Department representative to be notified of travel confirmation

Submitting the Form:

- It is the responsibility of the Business Manager or Travel Coordinator to submit the form and ensure the information is complete, accurate and that all prior approvals have been obtained.
- The form submission must include the traveler’s signed Assumption of Risk Waiver

After Form Submission:

- **To complete the travel booking through Travel Inc.:
  - The traveler, department Business Manager or Travel Coordinator will need to call and speak to a travel agent. OII will submit notifications to Travel Inc. only during business hours; Monday-Friday between 8:30AM-5:15PM.
- If travel is not booked through Travel Inc.:
  - The traveler, department Business Manager or Travel Coordinator will need to complete OII’s International Travel Form.