

NSCS International Travel Form

Updated May 1, 2026

Travel Application

Request

Helpful Hints

The travel request cannot be submitted for approval until the form is completed.

Procedure

When creating a new travel request for an international country, enter the trip type *International* and select a country.

The screenshot shows the 'Travel Request' form for Employee ID: 49081, Name: AMY HOCK, Campus: NSC System Office, and Report Number: [blank]. The form includes a navigation bar with buttons for Comments, Attachments, Audit Trail, Approval Flow, Print, Save, Submit for Approval, and Recall. Below the navigation bar, there are tabs for Expected Expense, Personal/International Travel (selected), Cost Distribution, and Expense Types. The form fields are as follows:

Start Date:*	05/11/2026	Start Time:*	00:00	End Date:*	05/21/2026	End Time:*	00:00
Trip Type:*	International	Request/Trip Name:*	Arg Trip	Approver:	Shannon Poppe	Business Purpose:*	Business Trip
Country:*	Argentina	Amount:	0.00 USD	Reimbursable Amount:	0.00 USD	Comment:	
State:*	Foreign						
City:*	Buenos Aires						
User Defined:							

A required *International Travel Checklist* will appear. Click the URL to the *International Travel Advisories* website to assist in filling out the checklist.

The screenshot shows the 'International Travel Checklist' page. It includes a blue information banner with the following text: "Visit <https://travel.state.gov/en/international-travel/travel-advisories.html> to complete this checklist. Travel Advisory should be re-checked two weeks prior to departure." Below the banner, there is a paragraph: "The Nebraska State College System has secured travel insurance for business travel. Please contact campus Administration and Finance Vice President for more information." At the bottom, there are three expandable sections: "Travel Advisory", "Travel Requirements", and "Travel Guidance".

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The checklist comprises of three collapsible sections. Each section is mandatory.

Travel Advisory

Select the box next to *Travel Risk Acknowledgement*. From the *Travel Risk* dropdown menu, select the risk associated with the country.

The screenshot shows the 'Travel Advisory' section of the form. It includes a 'Travel Risk Acknowledgement' checkbox, a 'Travel Risk' dropdown menu, and three checkboxes for 'Crime', 'Terrorism', and 'Unrest'. The text explains that travelers must review the current Travel Advisory level, safety and security information, health considerations, entry/exit requirements, and any other relevant guidance for each country on their itinerary. It also states that if a destination country has an identified Travel Advisory level or specific risks, the traveler acknowledges they have reviewed and understood these risks and agree to proceed accordingly. If a destination country does not have a listed risk or advisory, the traveler must confirm this by selecting the appropriate checkbox indicating that no specific risks are currently identified. By completing this acknowledgment, the traveler affirms that they have exercised due diligence in evaluating potential risks and accept full responsibility for their travel decisions.

Travel Requirements and Travel Guidance.

Select the checkbox next to each entry to indicate each item has been reviewed.

The screenshot shows two sections of the form: 'Travel Requirements' and 'Travel Guidance'. The 'Travel Requirements' section includes a list of items to be reviewed, each with a checkbox: Entry, Exit, and Visa Requirements; Safety and Security; Local Laws and Customs; Health; Transportation; Weather and Natural Disasters; U.S. Citizen Living Abroad; and Embassies and Consulates. The 'Travel Guidance' section includes a list of items to be reviewed, each with a checkbox: Visa Requirements; Valid Passport; Vaccinations; and Currency Restrictions. The text in both sections indicates that the traveler should review the items listed and check all boxes once completed.