



December 17<sup>th</sup>, 2025

### **International Travel Guidelines**

International travel is defined as traveling to any destination that is outside the 48 contiguous United States, Alaska, Hawaii, and the District of Columbia.

All applicants must request pre-approval for international travel from their home department/respective unit through Concur prior to requesting professional development funds from the Center for Faculty Development and Advancement (CFDA). All applicants must submit a copy of approved international travel requests with their professional development application in order to be considered during the application round. If this approval is not submitted with the application, it will be considered incomplete and will not be considered.

Required approvals for all international travel include: the HR manager or Speedtype approver, the appropriate officer, and a high risk approver if traveling to any of the [high-risk destinations](#).

### **Travel Pre-Approval Process**

1. To make a request, log into your Concur
2. Click the *Requests* tab at the top of the dashboard
3. Click *Create New Request*
4. Select *Travel Request*
5. Fill in your header details
  - a. Trip Name
  - b. Dates
  - c. Destination
  - d. Purpose
  - e. Trip Type
  - f. Whether personal travel is included
6. Add your estimated costs of flights, lodging, car rental, expenditures, etc. Ensure these are added as separate expense types
7. Add your funding info (financial unit, speedtype, etc.)
8. If traveling to a high-risk area, the request will also need to be routed to Denver's campus approver for approval.
9. Click *Submit*
10. Once approved, you will receive a request ID and an approval notification. Screenshot this approval notification including the expense amounts, travel dates, and the approval date to submit with your application.

### **CFDA Required Application Process for International Travel**

In order for applicants to be considered for funding for international travel, applicants must follow the above steps **PRIOR** to submitting an application for professional development funds. Applicants must submit a screenshot of their Concur approval, that includes the dates of travel, funding approval limit, and date of approval with their professional development application. Applications that do not have this information will not be considered. Applicants are encouraged to submit their approval two weeks prior to the PD grant deadline to allow time for their school or college review and approval.

If after-the-fact reimbursements are being requested as part of the travel, the CFDA will also need a statement of good faith from the applicant's department/respective unit stating their administrative staff will process the expense reports on the CFDA's behalf. This form must be submitted prior to the application deadline, and [can be found here](#).