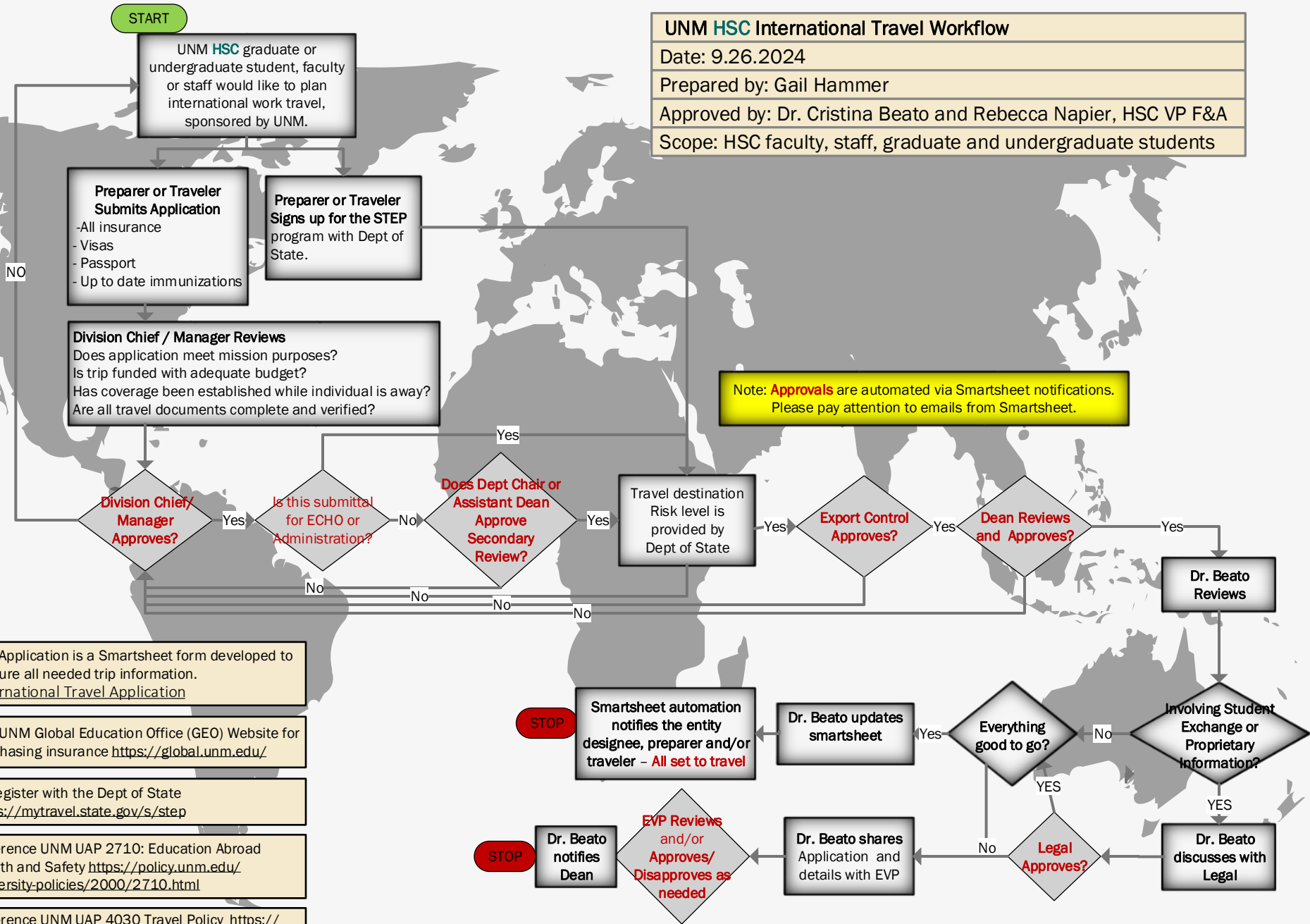


UNM HSC International Travel Workflow
 Date: 9.26.2024
 Prepared by: Gail Hammer
 Approved by: Dr. Cristina Beato and Rebecca Napier, HSC VP F&A
 Scope: HSC faculty, staff, graduate and undergraduate students



Note: Approvals are automated via Smartsheet notifications. Please pay attention to emails from Smartsheet.

Additional Considerations:

- The Application is a Smartsheet form developed to capture all needed trip information. [International Travel Application](#)
- Use UNM Global Education Office (GEO) Website for purchasing insurance <https://global.unm.edu/>
- To register with the Dept of State <https://mytravel.state.gov/s/step>
- Reference UNM UAP 2710: Education Abroad Health and Safety <https://policy.unm.edu/university-policies/2000/2710.html>
- Reference UNM UAP 4030 Travel Policy <https://policy.unm.edu/university-policies/4000/4030.html>
- Health & Safety Advisory Committee is involved with College of Nursing undergraduate students