

Traveling with Augusta University

A Short and Partial Guide



Figure 1: Source: <https://xkcd.com/2525/>

Before Your Travel

- Read the information at <https://my.augusta.edu/pages/au-travel>.
- If you are currently teaching classes, make sure you share your continuity plan for teaching to the director(s) of (under)graduate studies, possibly copying the academic program coordinator(s).
- Contact your office specialist / administrative assistant / business manager ahead of time to prepare your travel authorization: most likely, it will be the form under likely, “Multi-Day Travel” → “Travel Authorization”, stored on box.

- Make sure your travel authorization is properly filled and approved before committing to anything.
- Notify your bank, so that you will be able to use your credit card(s).

If you are a graduate student

There is no need to fill the permission to be absent from campus. Quoting Emily Crider:

- > Since your travel is for academic purposes related to your AU studies, you do not need to complete a travel authorization form.
- > This request is done through the Travel Authorization form which you will need to work with your advisor.

If you are traveling outside the US

AU Forms and Procedures

- Review the applicable policy.
- Submit a “DUO International Access Request” to be able to use Duo outside of the US *at least 1 business week before the travel*. If you do not receive the email confirmation from aug@service-now.com, open an issue at <https://sn.augusta.edu/>.
- Complete the OA-1 form to request approval of outside activity if needed.
- Complete the “International Travel Registry form” on <https://infoed.augusta.edu> (instructions here), and update your conflict of interest disclosure to include all travel expenses paid on your behalf or reimbursed directly to you by an external entity.
- Contact the Research Security Officer at RESEARCH_SECURITY@augusta.edu / (706) 737-1589 to ask them if they need to discuss your travel further.

Misc.

- You may want to verify that you can use your phone, this guide covers all the options that you may want to explore.
- If your phone plan does not contain any “roaming”, consider adding some, and try preparing your phone as if you could not access the internet anymore:
 - Download pdfs of or print all the important documents you may need (plane ticket, registration, visa forms, ...),
 - Download maps, using for example Magic Earth,
 - If possible, make sure you can connect to eduroam, or at least review the instructions for AU personnel.
- Check if you need an adaptater plug for your electrical devices.
- Of course, check the visa & passport requirements (and, if you are not a US citizen, that you will be able to re-enter the country).

During Your Travel

- Keep all your *original* receipts.

After Your Travel

Miscellaneous

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- Created with debian, pandoc and latex.
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