



**UCF Global**

UNIVERSITY OF CENTRAL FLORIDA

# Travel Approval Petition

Traveler's User Guide

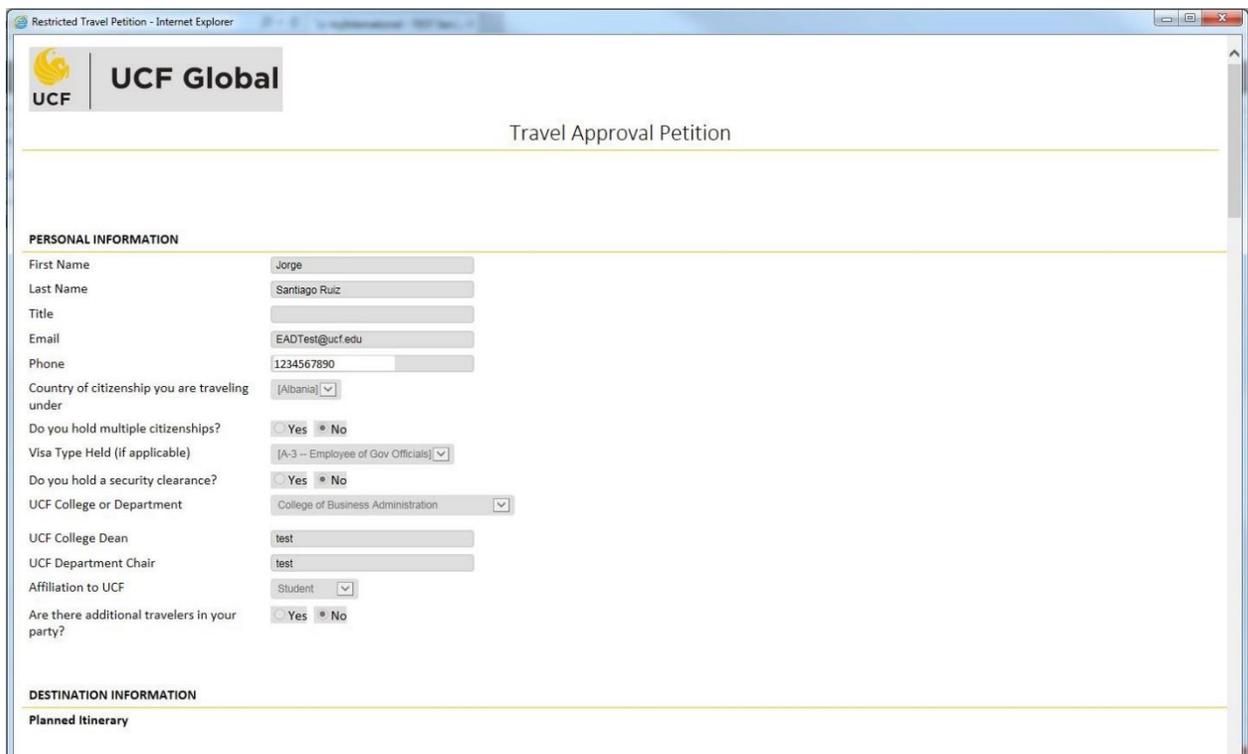
# Travel Approval Petition

1. Login with your NID and password. Alternatively, you can reach this portal by navigating to <https://my.intl.ucf.edu/>



The image shows the UCF Global login page. It features the UCF logo and the text "UCF Global". Below the logo, there are input fields for "User ID" (containing "NID") and "Password" (masked with dots). There are two buttons: a green "Login" button with a checkmark icon and a "Remember me next time" checkbox. Below these are links for "Login via Windows SSO" and "I forgot my password".

2. Select the *Travel Approval Petition* request from the *eForms I Can Submit* panel.



The image shows a screenshot of the "Restricted Travel Petition - Internet Explorer" browser window. The page title is "Travel Approval Petition". The UCF logo and "UCF Global" text are at the top left. The main heading is "Travel Approval Petition". Below this, there are two sections: "PERSONAL INFORMATION" and "DESTINATION INFORMATION".

**PERSONAL INFORMATION**

First Name	Jorge
Last Name	Santiago Ruiz
Title	
Email	EADTest@ucf.edu
Phone	1234567890
Country of citizenship you are traveling under	[Albania]
Do you hold multiple citizenships?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Visa Type Held (if applicable)	[A-3 - Employee of Gov Officials]
Do you hold a security clearance?	<input type="radio"/> Yes <input checked="" type="radio"/> No
UCF College or Department	College of Business Administration
UCF College Dean	test
UCF Department Chair	test
Affiliation to UCF	Student
Are there additional travelers in your party?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**DESTINATION INFORMATION**

Planned Itinerary

3. The Travel Approval Petition request will open; complete all required information and submit.
4. Once submitted the request will be routed to the designated approvers. Progress of your request can be tracked via this online portal.