






















## Request for **Personal** Travel to Foreign Adversary

ALL EMPLOYEES must submit the Request for Personal Travel to Foreign Adversary when traveling to one of the following countries (China, Cuba, Iran, North Korea, and Russia) or any other country in the U.S. Department of Commerce's foreign adversaries list under 15 C.F.R. § 791.4. A certification of travel is required prior to travel. Please review [Executive Order GA 48](#) for more information. This request should not be filled out for a business travel request.

<input type="checkbox"/> China
<input type="checkbox"/> Cuba
<input type="checkbox"/> Iran
<input type="checkbox"/> North Korea
<input type="checkbox"/> Russia
Search 

### 1. Sign into Workday, through your SSO menu.

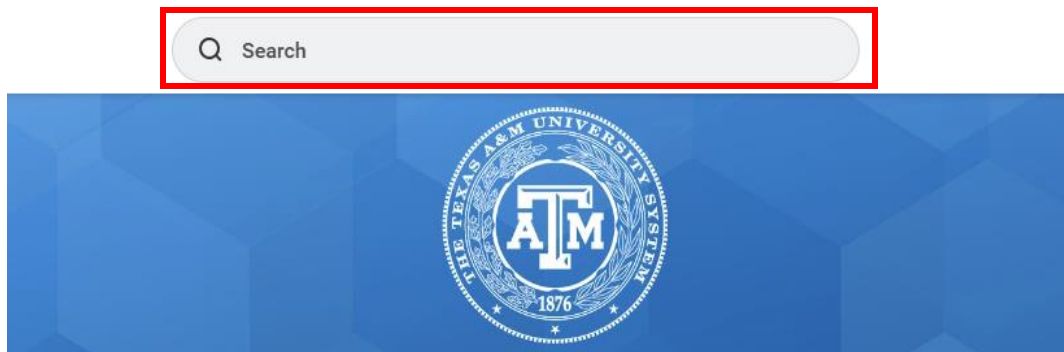
SSO Menu

 AggieBuy	 BusinessObjects
 BusinessObjects CMC	 Concur
 Emburse Expense (Chrome River)	 File Depot
 Guardian Electronic I-9	 HRConnect Legacy
 Maestro	 MicroStrategy
 Time & Effort	 TrainTraq
 UIN Search	 Vendor Verify
 WebMD ONE	 <b>Workday</b>
 Workday Help	 Workday Sandbox

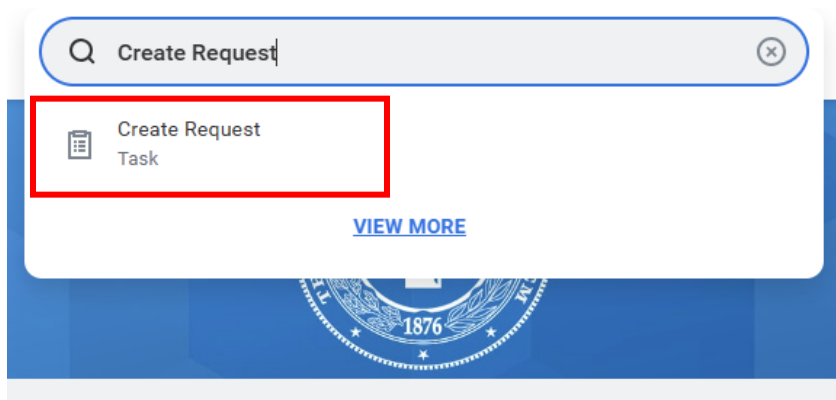
Manage Menu

Refresh Menu

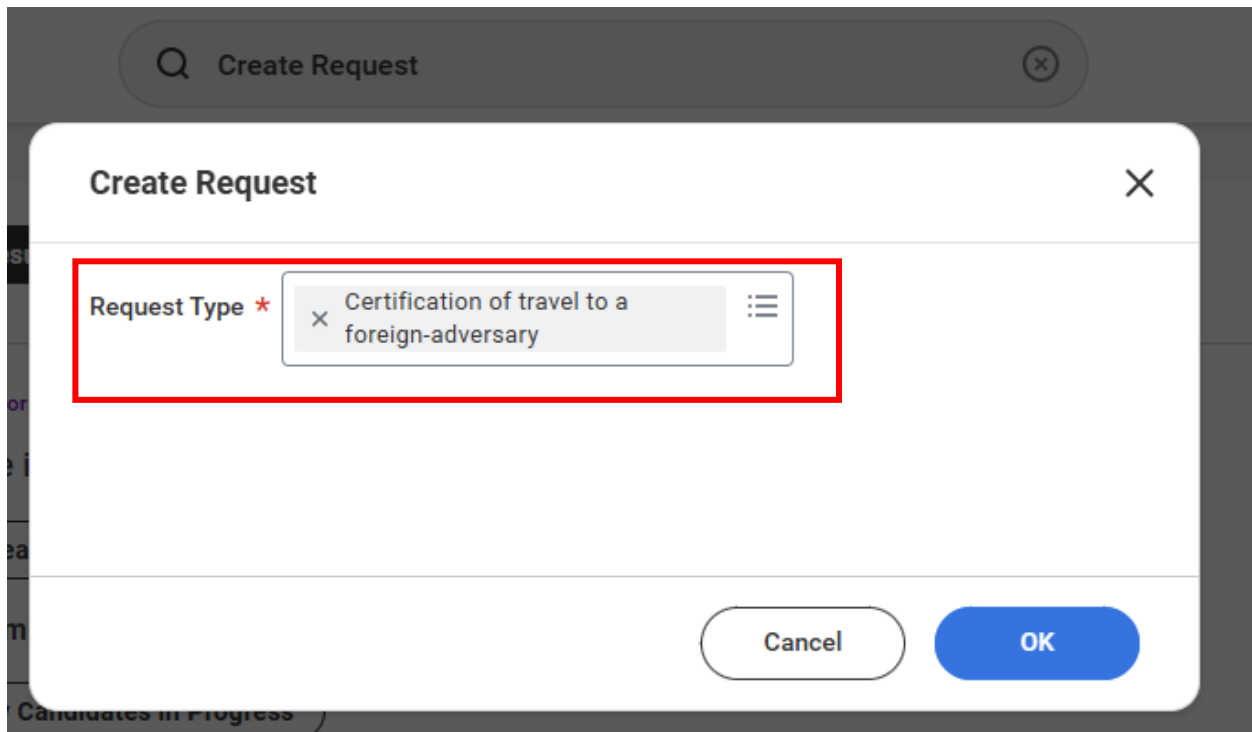
2. In the search bar at the top, type “Create Request”.



3. Select the task “Create Request”

A screenshot of a "Create Request" modal form. At the top, there is a dark gray header bar with the text "Simplified Search is Enabled" and a toggle switch that is currently turned on. The modal itself has a white background and a dark gray border. The title "Create Request" is in the top left corner, and a close button (X) is in the top right corner. Below the title, there is a label "Request Type" followed by a red asterisk, indicating it is a required field. To the right of the label is an empty text input field with a menu icon (three horizontal lines) on the right side. At the bottom of the modal, there are two buttons: a "Cancel" button with a light gray background and a "OK" button with a blue background.


4. In the Request Type field, type “Certification of travel”, and press Enter, then Press okay.




The screenshot shows a 'Create Request' dialog box. At the top, there is a search bar with the text 'Create Request' and a close button (X). Below this, the dialog has a title bar with 'Create Request' and a close button (X). The main content area contains a 'Request Type' field with a red asterisk. The field is highlighted with a red rectangle and contains the text 'Certification of travel to a foreign-adversary'. Below the field, there are 'Cancel' and 'OK' buttons.

5. Review the terms (Submitting this request means that you agree to the terms):
  - a. *“By submitting the Certification to travel to a foreign-adversary, I am certifying my intent to travel to a foreign-adversary and understand that I will be required to submit a post-travel brief upon my return. Certification of intent to travel to a foreign-adversary pursuant to [Executive Order GA 48](#). I certify that I will not participate in any university/agency activity, access university/agency software, platforms or networks, nor travel with any university/agency related data, equipment, or property.”*
6. Complete all fields requested, and then press submit. It will then route to your supervisor for review and approval.

When do you intend to leave for travel?  
(Required)

MM/DD/YYYY 

When do you plan to return from your travel?  
(Required)

MM/DD/YYYY 

Where do you intend to travel to?  
(Required)



enter your comment

**Review** Request Process : Certification of travel to a foreign-adversary : Walter Wellborn

**For** Request : Certification of travel to a foreign-adversary : Walter Wellborn

**Overall Process** Request Process : Certification of travel to a foreign-adversary : Walter Wellborn

**Overall Status** In Progress

**Details to Review**

**Request** Request : Certification of travel to a foreign-adversary : Walter Wellborn

**Request Type** Certification of travel to a foreign-adversary

**Request Date** 12/18/2024 04:59:30.356 PM

**Request ID** (empty)

**Requester** Walter Wellborn

4 items

Question	Answers
When do you intend to leave for travel?	12/19/2024
When do you plan to return from your travel	12/20/2024
Where do you intend to travel to?	China, Cuba, Iran, North Korea, Russia
Purpose of Travel	Visiting family

The Manager receives a task and acknowledges receipt by submitting the task. The manager cannot cancel nor deny the request.

A task is then launched for the employee to complete the post travel brief, and it remains in their inbox until they return.


## Complete Questionnaire

'Post travel brief of travel to a foreign-adversary' for Request Process: Certification of travel to a foreign-adversary: Tammi Thompson


Post travel brief of travel to a foreign-adversary

Pursuant to [Executive Order GA 48](#), a post-travel brief is required upon return from a foreign-adversary.

When did you leave for travel?  
(Required)

MM/DD/YYYY 

When did you return from travel?  
(Required)

MM/DD/YYYY 

Where did you travel?  
(Required)



Purpose of Travel?  
(Required)

The manager receives the notification of the post-travel brief, and enters Done in the Resolution field. This will close the request.

## Close Request Request Process: Certification of travel to a foreign-adversary: Tammi Thompson

**Request** Request: Certification of travel to a foreign-adversary: Tammi Thompson

**Request Type** Certification of travel to a foreign-adversary

**Request Date** 04/01/2025 08:30:19.476 AM

**Request ID** (empty)

**Requester** Tammi Thompson

**Request Subtype**



**Resolution**



**Resolution Details**



3 items

Question	Answers
When do you intend to leave for travel?	04/02/2025
When do you plan to return from your travel?	04/04/2025
Where do you intend to travel to?	China



enter your comment

April 21, 2025

Post-Travel Brief Monitoring: The employee will receive a reminder notification of an incomplete post-travel brief 25 days after their planned return and the employee, and their manager will receive a notice 30 days after their planned return. A report has been created **“Travel to a Foreign Adversary Requests”** and will allow for auditing of these requests. This report can be run by the manager, department head, and executive approver.