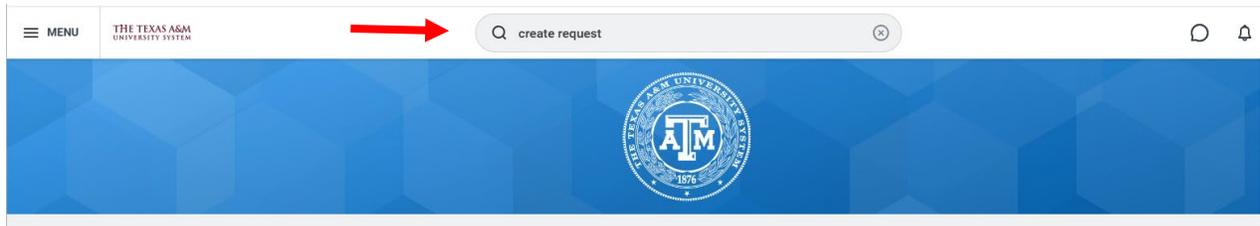
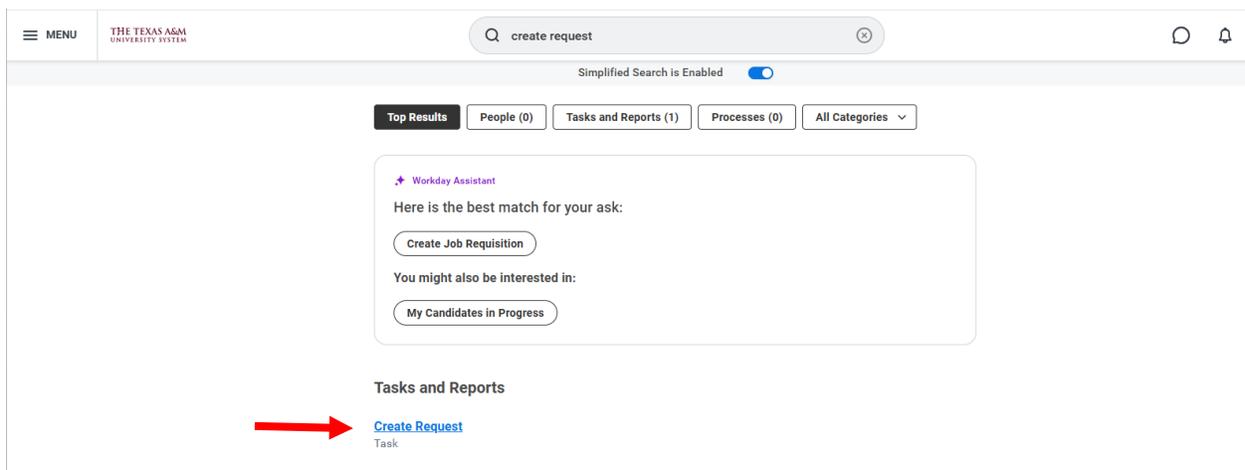


Certification of Travel to a Foreign-Adversary Workday Business Process Instructions

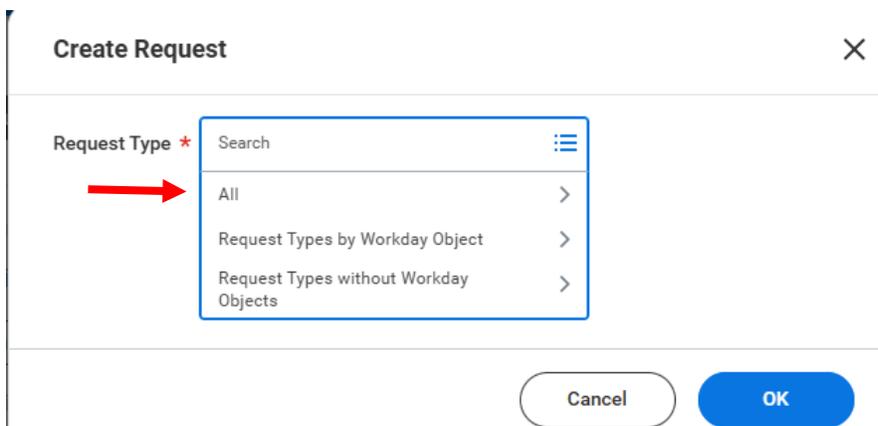
1. In the Workday search field, enter “create request.”



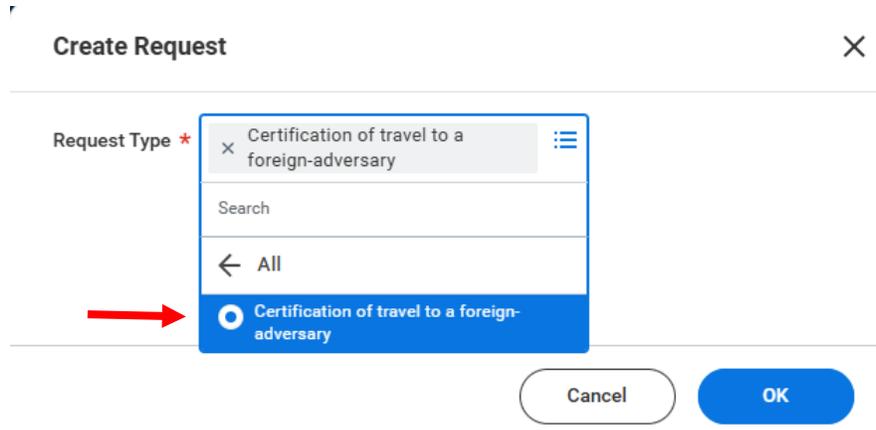
2. Click on the *Create Request* link under *Tasks and Reports*.



3. Select *All* for Request Type.



4. Select *Certification of travel to a foreign-adversary* and click OK.



Create Request X

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

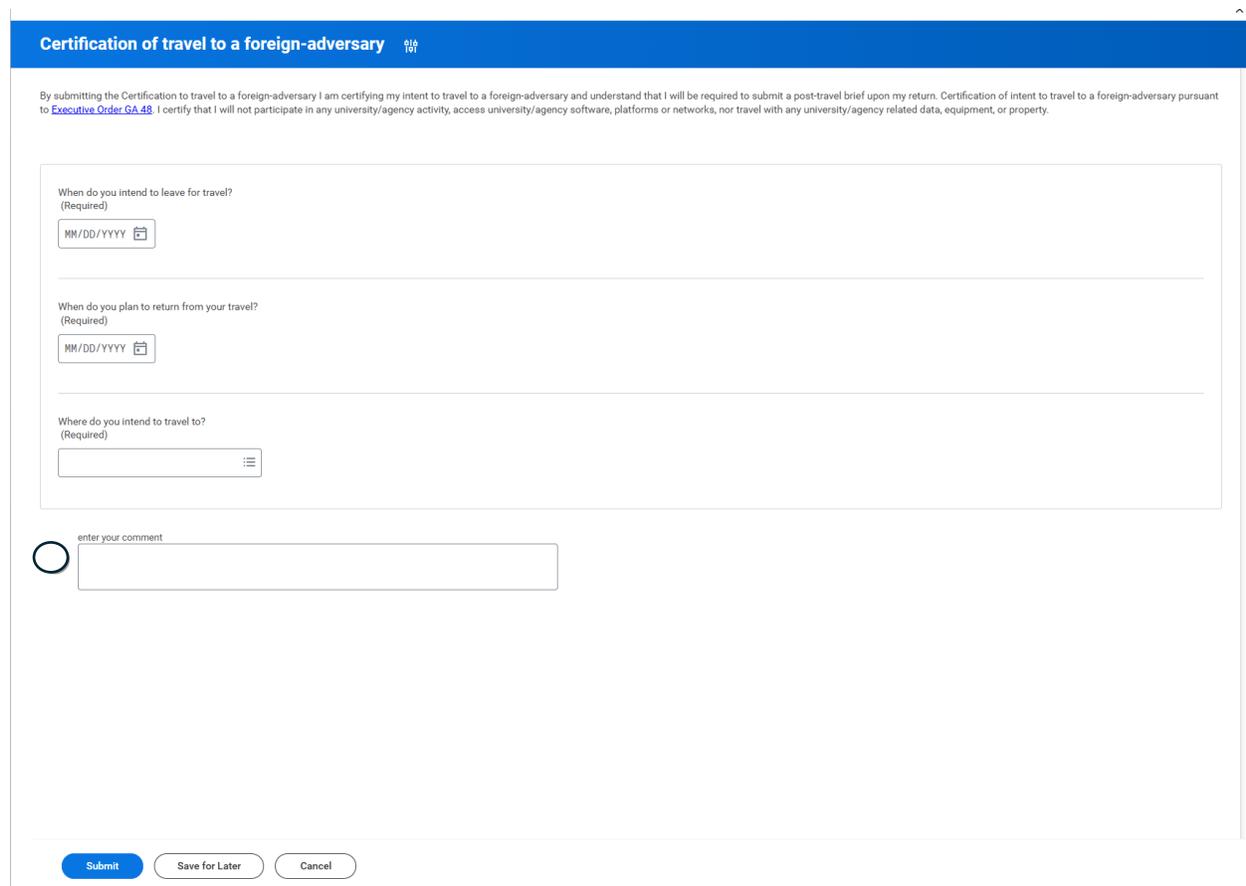
Search

← All

Certification of travel to a foreign-adversary

Cancel OK

5. From here, complete all fields and click on submit.



Certification of travel to a foreign-adversary Help

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.

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

Submit Save for Later Cancel

6. A courtesy notification will route to the employee's supervisor. The supervisor acknowledges receipt via Workday but **does not approve or deny the request***.
7. A *Post-Travel Brief* task will appear in the traveling employee's Workday inbox to confirm dates and countries of travel. This task is to be completed upon return from travel.

*Supervisors retain the right to deny travel on the basis of interference with job duties or departmental operations, but NOT on the basis of travel destination.