UA International Travel Registry

Registering International Travel

Laura Provencher, International Risk Analyst

April 2014
Before you get started:

1. Obtain a Travel Authorization (TA) number from Tracey.
2. Determine if the destination country has a Travel Warning.*
   If your country has a travel warning (even if there is no alert for the city), complete the Supplemental Travel Authorization form.
3. Determine the likely dates of travel.
4. Collect Emergency Contact information.
5. Locate your passport.

Now go to:

https://ua-risk.terradotta.com
University International Travel Registry

The UA Interim Policy for International Travel Safety and Compliance applies to all official international travel of all UA employees and students, regardless of funding. Official University travel includes, but is not limited to travel for: conferences, research, sabbatical, guest scholarship, partnership collaboration and development, or class credit. This policy does not apply to personal travel.

**STEP A - Registering international travel**
The UA International Travel Registry facilitates rapid location and communication in the event of an emergency situation.

Select the appropriate registry and enter your NetID, itinerary dates, locations, and emergency contact information. Proxy registration allows administrative staff to register on behalf of someone. The Proxy Questionnaire will link the traveler and emergency contact information to the registration.

Complete the Travel Questionnaire. The questions are available for review on this link: [Questionnaires Sample](https://ua-risk.terradotta.com). These are not the same questions for the Student Approved Travel Registry.

*To view, make changes, or complete a missing Questionnaire for a registered trip, click "LOGIN" on the red bar above.*

- **Field Trip Student Registration**
  This is ONLY for accompanied student field trips with faculty, with no reimbursement of student expenses.

- **Travel Registration**
  Most travel will use this registry. [Registry Tutorial](https://ua-risk.terradotta.com)

- **Proxy Registration**
  If you are administrative support personnel registering on behalf of the traveler, please select this registry.
Simply enter your UA NetID and Password.
When you first login you will be asked if you wish to link your profile with this account.

Select “YES”

This will link your registry account to your user id and password.
Provide emergency contact information.

This is who will be contacted on your behalf in an emergency.

You may update this information for future trips in the Profile tab.

**Required Addresses**

<table>
<thead>
<tr>
<th>Address:</th>
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<tbody>
<tr>
<td>City:</td>
<td></td>
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<tr>
<td>State:</td>
<td></td>
</tr>
<tr>
<td>Zip Code (or Postal Code):</td>
<td></td>
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<tr>
<td>Country:</td>
<td>Select One:</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Mobile:</td>
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</tr>
<tr>
<td>Addressee Name:</td>
<td></td>
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<tr>
<td>Addressee Relationship:</td>
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</tbody>
</table>
Select the Year of Departure, trip destination(s), and dates of travel and click "Apply". 
On the next page, complete your registration with the appropriate Questionnaire(s) and forms.

Select Year Of Departure
- Year of Departure, 2014
- Year of Departure, 2015

Destination(s)
Select one or more destinations below and move them with the >> button.

If the destination is not above, search below by city (do not include country). Designate each destination in the box above before searching for another.

Enter Dates
- Departure: ___/___/____ (Format: mm/dd/yyyy)
- Return: ___/___/____ (Format: mm/dd/yyyy)
Select the Year of Departure, trip destination(s), and dates of travel and click "Apply". On the next page, complete your registration with the appropriate Questionnaire(s) and forms.

**Year Of Departure**
- Year of Departure, 2014
- Year of Departure, 2015

**Destination(s)**
Select one or more destinations below and move them with the >> button.

If the destination is not above, search below by city (do not include country). Designate each destination in the box above before searching for another.

**Dates**
Enter the dates:

- **Departure:**
  - Format: mm/dd/yyyy

- **Return:**
  - Format: mm/dd/yyyy

Click Here

Then

Here

The destination will move into this box.

If you cannot find the location, check the spelling or select the nearest location. You can provide more detailed itinerary information (specific destination and dates) on the Travel Questionnaire.
Information Submittal Complete
You have submitted the information requested on this site to register your itinerary. If your travel involves additional approval (Travel, Export Control license, etc.), then additional information will be required. If this information has already been submitted, you will be notified of the final decision. If additional information is needed, it will be requested via email.

Laura Provencher
Program: Travel
Term/Year: Year of Departure, 2014
Deadline: 12/31/2014
Dates: 03/07/2014 - 03/07/2014

Questionnaire(s)
The Travel Questionnaire must be complete and submitted to complete the registration. A check mark will be received once it is submitted.
If you are not a student, leave the Student Information blank.

- Travel Questionnaire
- Student Information

Announcements
New U.S. Passport & International Travel Site
[View Details]

View All Announcements

Forms
Click the following to view instructions and/or printable forms.

- Application for DBA Insurance
- Supplemental Travel Authorization
- Travel Authorization

Resources
Once you have completed the Questionnaire(s), go to Traveler Home & REG ID #

This link is to the US Dept. of State STEP registration, encouraged for all travel.
Give this number to Tracey so she can place it on the Travel Authorization form.
You may now logout.
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Select your trip and click on “Travel” to complete registration.
Your trip is now registered

You will receive emails as your status updates.

The emails will direct you to login to see your current status.

Click on this link login and check your status

Login: https://ua-risk.terradotta.com/secure/
When you click on the link and login, you will see your Travel Home Page. It may look like this.

Click Travel.
Dear Laura Provencher,

Thank you for registering your travel plans. **Approval of your travel is pending confirmation that your Travel Authorization is received by FSO Travel.**

*If you responded "Yes" to some of the questions on Travel Description Questionnaire, your travel may also be pending additional review. This additional review is required when one or more of the following applies:*

- Travel plans to a country with a U.S. State Department issued Travel Warning
- Travel plans that *may* require export control review or a federal license
- Travel plans that *may* require procurement of federally mandated Defense Base Act (DBA) insurance

You will be contacted in the next few days about the next steps required to evaluate your proposed travel if you responded "Yes" to question pertaining to export control or insurance. If you are traveling to a country with a current Travel Warning, please complete and submit the Supplemental Travel Authorization form available on the Materials section.

If approval is only pending confirmation of your Travel Authorization Form (TA) to FSO Travel Office, once receipt of the TA is confirmed the trip status will reflect this approval.

For more information, refer to the UA Interim Policy for International Travel Safety and Compliance.

Thank you for using the UA International Travel Registration Site. If you have any questions, please contact Laura Provencher, International Risk Analyst, (520) 621-1698, lprovenc@email.arizona.edu.

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**Program:** Proxy Registration, Year of Departure, 2013, **Status:** Pending confirmation of Travel Authorization

This is YOUR trip status.
Most registrations go through this process:

- Pending
- Pending Confirmation of Travel Authorization
- Approved

If you responded “Yes” to any Questionnaire questions, there will be additional steps prior to approval for Travel Warning, Export Control, or Risk Management review.
Safe travels!

Feel free to contact me with questions.

lprovenc@email.arizona.edu

520.621.1698