Before you get started:

1. OBTAIN A TRAVEL AUTHORIZATION (TA) NUMBER FROM TRACEY.
2. DETERMINE THE DATES OF TRAVEL.
4. COLLECT EMERGENCY CONTACT INFORMATION.
How Do I Get Started?

First, head to our Homepage:
https://ua-risk.terradotta.com

Second, click on the appropriate registration, ensuring you have travel information (e.g., itinerary).

Note: starting January 2020, proxy registrations will no longer be possible for UA students. Please ask students to register themselves under the appropriate registration (undergraduate or graduate travel).
ITINERARY INPUT

- If going to multiple destinations you will enter the itinerary for each destination. For example, if you were traveling to both Mexico City and Hermosillo, you would enter the travel dates for Mexico City. You would then select “Add to Itinerary” and enter the travel dates for Hermosillo next. Following that, you would select “Next” to complete the itinerary input.
<table>
<thead>
<tr>
<th>Registry: Faculty/Staff Travel</th>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term/Year: Year of Departure, 2020</td>
<td>Complete the travel information and submit to finalize your registration. A check mark will appear in the box under COMPLETED once it is submitted.</td>
</tr>
<tr>
<td>Deadline: 12/31/2020</td>
<td>Title</td>
</tr>
<tr>
<td>Travel Dates: 05/18/2020 - 07/09/2020</td>
<td>Faculty &amp; Staff Travel</td>
</tr>
</tbody>
</table>

**Forms**

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

**Forms & Resources**

- Title
- Accompanying UA Students
- Title
- Travel Authorization
- Title
- U.S. Department of State Smart Traveler Enrollment Program (STEP)
- Title
- Defense Base Act Insurance Request Form
- Title
- Information & Technology Security
- Title
- Travel Insurance Information
- Title
- Travel to Higher Risk Locations

**Itinerary**

- A Coruna, Spain (Europe)
- Start Date: 06/19/2020
- End Date: 07/09/2020

**COMPLETING THE REGISTRATION**

- Please click on each item in blue, such as Faculty & Staff Travel. Once you complete and submit each item, the corresponding box will be automatically checked off. Once all the boxes are checked, you will be able to go to the top and click on “Submit Application” to submit your travel registration.

- Global Travel will then review your registration. You will be alerted when your registration is moved to a completed status and we will reach out to you should we require additional information in order to complete the review.
When completing the Travel Information questionnaire, you have the ability to “Save” or “Submit.”

If you do not complete the questionnaire, you can save your answers by clicking “Save” and come back to complete your registration at a later time.

When you have completed the questionnaire click “Submit.”

For other registration items, you may be asked to select “Mark as Read,” acknowledging your understanding of the material provided.
ACCOMpanying UA Students

- If UA students will accompany the UA faculty/staff abroad there are possible additional steps to take.
- If students will not be earning credit on this travel or will participating in only a day trip abroad (no overnight stays), then we ask that each student complete either the Undergraduate Travel or Graduate Travel registration.
- If students will be earning credit and staying overnight abroad then UA faculty/staff leading these students will need to complete a UA Program Lead or Repeat Program Lead registration in the UAbroad system.
Following submission of your travel registration, Global Travel will review and assess the risk level of the travel. Should the travel be deemed a high enough risk to warrant review by the University’s International Travel Safety Oversight Committee (ITSOC), the traveler will be asked via email to complete a Supplemental Travel Information Form.
THANK YOU AND SAFE TRAVELS!

Should you have any questions please email UA Global Travel at uaglobaltravel@email.arizona.edu