UA GLOBAL TRAVEL REGISTRY

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UA Global Travel

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?

Welcome to the University of Arizona Global Travel Registry

Do I have to register my travel?

If you are a UA employee, student, volunteer, participant, or Designated Campus Colleague (DCC) traveling outside the U.S. 50 states on official UA business, you are required, under UA Interim Policy, to register your upcoming travel prior to departing.

Why do I have to register my travel?

The UA International Travel Registry facilitates compliance with federal regulations and enables rapid location and communication in an emergency (e.g. natural disasters, medical illness, etc.).

*Please Note: you do not need to register international travel that is purely for personal purposes.

When do I need to register my travel?

As soon as possible; preferably at least 30 days prior to departure.

How do I get started with registering my travel?

Gather information, documents and tips listed on the *Know Before You Go* Travel Checklist.

Then, select the appropriate registration button below to initiate your registration:

Click on the appropriate link to create a travel registration

| **UA Faculty/Staff Travel** | Select if you are UA faculty or staff traveling in the course and scope of UA employment or representation, regardless of possible reimbursement of travel expenses. |

| **Graduate Travel** | Select if you are UA graduate student traveling abroad as a UA student (i.e. not personal travel) **AND** you are *not* receiving academic credit as a result of the travel (*Exceptions: see below*) |

| **Undergraduate Travel** | Select if you are UA undergraduate student traveling abroad as a UA student, (i.e. not personal travel) **AND** you are *not* receiving academic credit as a result of the travel (*Exceptions: see below*). |

| **Proxy Registration** | Select if you are registering on behalf of UA faculty or staff. **Please note**: proxy registrations for students is no longer possible. |

Exceptions: if you are a UA undergraduate or graduate student traveling abroad for a single day without an overnight stay then register your travel using the Undergraduate Travel or Graduate Travel registration above regardless of whether academic credit will be awarded for the travel.

Please Note: If you are participating in a program/trip abroad that will last longer than a day and you will be receiving academic credit as a result of the travel, then you will need to receive a registration link from your program/trip's Program Lead to register your travel. Do not register your travel using the registration links above.

- 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.

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.

COMPLETING ITEMS IN THE REGISTRY

- 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

Registration : Travel Information Page (Predeparture)

- Submit Application -

Derrick Ian Goodrich

Registry:	Faculty/Staff Travel
Term/Year:	Year of Departure, 2020
Deadline:	12/31/2020
Travel Dates:	06/18/2020 - 07/09/2020

Required Information

Complete the **Travel Information** and submit to finalize your registration. A check mark will appear in the box under COMPLETED once it is submitted.

Title	Completed
Faculty & Staff Travel	☐

Forms

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

Title	Viewed
Accompanying UA Students	☐

Accompanying UA Students

Goodrich, Derrick (Faculty/Staff Travel, Year of Departure, 2020)

Is this trip/program one where students will **NOT** be receiving credit or a daytrip with no overnight stays?

- If so, please continue with your registration and have your accompanying students complete a travel registration as well, either one for Undergraduate or Graduate Travel registrations found on the UA Global Travel homepage.

If this trip/program is one where students will receive academic credit, the following steps need to occur:

1. After completing this travel registration, please also register with UA Study Abroad as a **UA Program Lead** (if you are completing a proxy registration, please have the traveler register).

   Conversely, if you are planning to re-run a program that was last run within a year-and-a-half of the current date, you are going to the same destination(s), the trip or program maintains the same academic purpose, and serves the same student profile then please complete the shorter **Repeat Program Lead** instead.

2. Additionally, the UA undergraduate or graduate students who will be accompanying this travel will need to apply to your trip or program through an application in UAbroad. Study Abroad will create the application after you complete the **UA Program Lead** form. Then you will provide the students with instructions and a link to the application. If students need help filling out their applications or if you have questions about how to assist them, please reach out to Michelle Anderson or Alyssa Montijo for guidance and resources. Both can be reached at 626-9211 in the UA Study Abroad Office.

IMPORTANT NOTE:
UA students registered as participants for either UA Field Trips or Department-Managed Programs will automatically be enrolled in Geo Blue, the same international emergency medical insurance as Study Abroad students. Additionally, you and they will have access to the same health, safety and security services provided by UA Global Travel. The fee for this package of services will be $3.00 per day; Study Abroad will upload these charges to the student's Bursar's account or, conversely, individual academic departments can decide to cover this fee on behalf of the student (please inform us of this arrangement separately in the **UA Program Lead** application. Services include automatic health, safety and security-related alerts via email, push notification and text as well as 24/7 support through a toll-free number and/or an optional Global Risk Manager phone app. We highly recommend that you require the students to download the global risk manager app as part of your program or trip requirements.

- 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.

HIGHER RISK TRAVEL

- Following submission of your travel registration, Global Travel will review and asses 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.**
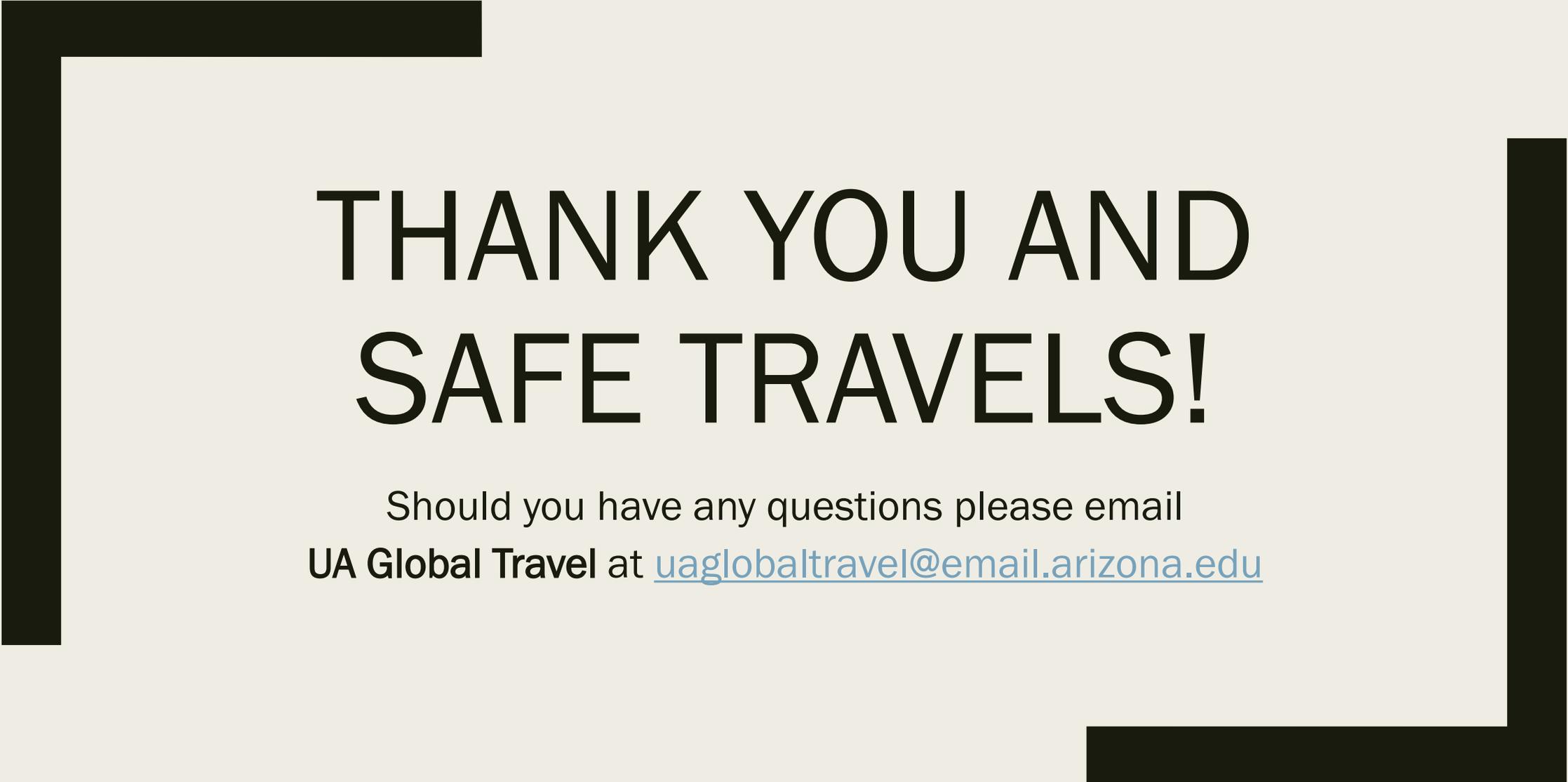
THANK YOU AND SAFE TRAVELS!

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