



# UA GLOBAL TRAVEL REGISTRY

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UA Global Travel



# How Do I Get Started?

- First, head to our Homepage: <https://ua-risk.terradata.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)

## 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:

**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.

Click on the appropriate link to create a travel registration

## Registered Travel Home Page : Registration

Year Of Departure

Terms  Year of Departure, 2019  
 Year of Departure, 2020

Itinerary

Please select the arrival and departure dates for EACH destination in your itinerary. After selecting the dates and location, click 'Add to itinerary'. If you cannot find your destination below, please email [UA Global Travel](#) to request the destination be added to the list.

Current Itinerary:

Arrival Date:

Departure Date:

Location: Find location:

- A Coruna, Spain (Europe)
- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Abakan, Russia (Europe)
- Aberdeen, United Kingdom (Europe)
- Aberystwyth, United Kingdom (Europe)
- Abha, Saudi Arabia (Middle East)
- Abidjan, Ivory Coast (Africa)
- Abu Dhabi, United Arab Emirates (Middle East)
- Abuja, Nigeria (Africa)
- Acapulco de Juarez, Mexico (Latin America)

#1: Select the year of departure

#2: Input travel dates. If traveling to multiple destination, enter the dates pertinent to your first destination.

#3: Type in destination and it should appear in the results below. If it does not, email UA Global Travel and we will add the destination.

#4: Click on this after entering travel dates and first destination. If traveling to another destination, you will be able to enter the itinerary for the next destination above

#5: Click "Next" when you have added all the destinations of your trip.

## 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.

## 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 <b>Travel Information</b> 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	<input type="checkbox"/>

  

Forms	
Click the following to view instructions and/or printable forms.	
Title	Viewed
Accompanying UA Students	<input type="checkbox"/>

  

Forms & Resources	
Title	Viewed
1) Travel Authorization	<input type="checkbox"/>
2) U.S. Department of State Smart Traveler Enrollment Program (STEP)	<input type="checkbox"/>
3) Defense Base Act Insurance Request Form	<input type="checkbox"/>
Information & Technology Security	<input type="checkbox"/>
Travel Insurance Information	<input type="checkbox"/>
Travel to Higher Risk Locations	<input type="checkbox"/>

  

Itinerary	
A Coruna, Spain (Europe)	
Start Date:	06/18/2020
End Date:	07/09/2020

Once all the boxes to the right are checked, you will be able to go to the top and click on *Submit Application* to submit your travel registration. You will not be able to submit your registration if any boxes remain unchecked

# 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.

Please visit the UA Passport Office at the UA Global Center (615 N Park Ave #103) or see the Passport Office [website](#) for more information about U.S. passports and to apply for passport renewal if needed.

If you will be traveling internationally in less than two weeks and need to obtain or renew your U.S. passport, please contact [UA Global Travel](#) for assistance.

Please select one

You may enter information on this form and use the **Save** button to keep your information until you are ready to submit it. **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Additionally, should you have your passport lost or stolen while traveling, it is much easier for you to be reissued a replacement if the local embassy or consulate can find you in the STEP system.

Registration may be accessed at: <https://step.state.gov/step/>

## 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.

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### 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

# 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.

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- Submit Application -

Derrick Ian Goodrich	
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Term/Year:	Year of Departure, 2020
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Travel Dates:	06/18/2020 - 07/09/2020

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Itinerary	
A Coruna, Spain (Europe)	
Start Date:	06/18/2020
End Date:	07/09/2020



### SUPPLEMENTAL TRAVEL INFORMATION FORM

For UA Travelers heading to destinations assessed to carry higher risk, UA Travel Policy requires the traveler to receive approval from the University of Arizona's International Travel Safety Oversight Committee. In seeking this approval, Global Travel must collect the supplemental travel information below. When completed, please email this form to BOTH UA Global International Risk Analyst, Derrick Goodrich, at [derrickg@email.arizona.edu](mailto:derrickg@email.arizona.edu) and [uglobaltravel@email.arizona.edu](mailto:uglobaltravel@email.arizona.edu).

1. Please provide a brief statement explaining why the travel is essential to your work and/or role at the University of Arizona.

2. Indicate below the level of language fluency you possess in the prevalent language(s) of your destination(s).

None  Basic  Proficient  Fluent  Native Speaker

3. If you selected "None" or "Basic" in your level of language proficiency above, please provide a short explanation on how you plan to mitigate the language barriers that might result during your travel.

4. If you will travel to remote locations as part of this trip (i.e. small villages, satellite locations, etc.), please list them and the dates you will be at each location. If not, please mark "N/A" below.

5. Please indicate your travel experience to the location(s) you will be traveling. If traveling to multiple destinations, please answer for each destination.

No experience  Some travel  Extensive travel  from country  from location

# HIGHER RISK TRAVEL

- 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](mailto:uaglobaltravel@email.arizona.edu)