



THE UNIVERSITY OF ARIZONA  
Global Initiatives



# UA International Travel Process

## UFO, 20 January 2017

Laura Provencher, International Risk Analyst  
Office of Global Initiatives



THE UNIVERSITY  
OF ARIZONA

# What is University Travel?

UA TRAVEL = Travel on the behalf or representation of UA

Travel paid by UA

Travel paid by outside funding

Travel on behalf of the University includes:

- Rotations
- Presentations
- Conferences
- Collaboration efforts
- Recruitment
- ...and more!



# General Process

**ARIZONA TRAVEL REGISTRY**

Programs Staff Deadlines NON-UA LOGIN LOGIN

**HOME**

**KNOW BEFORE YOU GO**

**KNOW BEFORE YOU GO (with students)**

**TRAVEL WARNINGS/ALERTS**

**TRAVEL FORMS**

**RESOURCES**

**FAQ**

**EMERGENCY/INCIDENT**

**University International Travel Registry**

**WHO:** UA employees, students, volunteers, participants, and Designated Campus Colleagues (DCCs).

**WHAT:** Traveling on official UA international<sup>®</sup> travel under any of the following circumstances:

- In the course and scope of UA employment and representation
- In connection with a UA sponsored research grant or contract
- Financed through UA by funding, scholarship, sponsorship, or financial aid
- Travel, while enrolled as a UA student to meet a course or degree requirement
- Directed, coordinated, or supervised by UA employees for any traveler
- Involves the use of a UA vehicle.

\* Travel outside the U.S. 50 states to U.S. territories is included in UA international travel procedures, due to insurance and safety considerations.

**WHY:** As soon as possible, at least 30 days prior to departure.  
**WHY:** The UA International Travel Registry facilitates compliance with federal regulations and enables rapid location and communication in an emergency.

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

Select the appropriate registration button below to initiate your registration:

Select ONLY if you are traveling as a student on a field trip or club travel, travel is accompanied or closely arranged by UA faculty or staff, and there is no travel reimbursement.

Select if you are a student, faculty, or staff and traveling in the course and scope of UA employment or representation, regardless of possible reimbursement of travel expenses.

Select if you are registering on behalf of the traveler.

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.

THE UNIVERSITY OF ARIZONA  
Global Initiatives

Traveler

Traveler & Department

**CLEAR ALL FIELDS**

**GET NEW FORM**

**THE UNIVERSITY OF ARIZONA TRAVEL AUTHORIZATION**

**T808913**  
Date: 7/28/2016

TRAVELER & DEPARTMENT INFORMATION			
NAME	DEPARTMENT NAME	DEPARTMENT NO.	
EMPLID	DEPARTMENT PO BOX ADDRESS	ROOM NUMBER	
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER	CONTACT NAME/TITLE	PHONE NUMBER	
TRAVEL ORDER			
BUSINESS PURPOSE OF TRIP: (conference dates)		<input type="checkbox"/> IN-STATE	<input type="checkbox"/> OUT-OF-STATE <input type="checkbox"/> INTERNATIONAL*
MODE OF TRANSPORTATION:		FUNDING SOURCE:	
CITY, STATE DEPARTING FROM:		DUTY POST:	
CITY, STATE RETURNING FROM:		DEPARTURE DATE:	
** ATTACH ITINERARY IF MULTIPLE LOCATIONS **		RETURN DATE:	
		DESIGNATED LODGING:	<input type="checkbox"/> YES <input type="checkbox"/> NO
EXCEPTIONS		INTERNATIONAL TRAVEL	
<input type="checkbox"/> Vehicle taken out of state: <input type="checkbox"/> State-owned <input type="checkbox"/> Rental <input type="checkbox"/> Private <input type="checkbox"/> Long-term travel status (if travel will exceed 30 days, state reason) <input type="checkbox"/> Personal time taken (state reason and how long) <input type="checkbox"/> Use of other than coach/economy travel on commercial airlines (state reason) <input type="checkbox"/> Miscellaneous – explain JUSTIFICATION / REASON:		<input type="checkbox"/> INTERNATIONAL TRAVEL REGISTRY #: If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure: <a href="http://ua-risk.terradotta.com">http://ua-risk.terradotta.com</a> <input type="checkbox"/> TRAVEL ALERTS & WARNINGS If your destination has a Travel Alert or Warning issued by the U.S. Department of State, please complete the supplemental travel information within the UA International Travel Registry. Travel Alerts and Warnings are available at: <a href="http://travel.state.gov">http://travel.state.gov</a>	
TRAVEL ADVANCES (OPTIONAL)			
AMOUNT	ACCOUNT #	DATE REQUIRED	<input type="checkbox"/> CHECK <input type="checkbox"/> DIRECT DEPOSIT
<small>Important Please Read Before Signing: The University of Arizona is authorized to deduct the amount of the travel advance from any future expense reimbursements or pay due the traveler. The advance must be settled in full within ten days from the return of the trip. In the event these sources are not adequate or in the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. It shall bear interest at the rate of 3% annum starting thirty days after the return date of the trip. In the event that it should become necessary to enforce collection of this advance, or any part thereof by suit or otherwise, I do further agree to pay any and all costs of collection including a reasonable attorney's fee.</small>			
PAYEE SIGNATURE		DATE	
<b>PLEASE USE COLORED INK FOR SIGNATURES SO THAT ORIGINALS CAN BE DISTINGUISHED FROM PHOTOCOPIES</b>			
APPROVALS			
<small>I HEREBY CERTIFY THAT THE TRAVEL AUTHORIZED ABOVE IS FOR A VALID PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR ARE OTHERWISE AVAILABLE FOR PAYMENT OF ANY CLAIMS MADE HEREUNDER, AND THAT IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR SOURCE, THIS TRAVEL IS AUTHORIZED UNDER THE TERMS OF SUCH GRANT, CONTRACT OR SOURCE. THIS AUTHORIZED DEPARTMENTAL APPROVER/P.I. AND/OR COLLEGE/DIVISION AGREES TO ALL EXCEPTIONS NOTED ON THIS TRAVEL ORDER.</small>			
AUTH. DEPT.	NAME/TITLE	SIGNATURE	DATE
APPROVER/P.I.			

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402



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# The International Travel Registry

**TRAVEL REGISTRY**

Programs Staff Deadlines NON-UA LOGIN LOGIN

HOME

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TRAVEL WARNINGS/ALERTS

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**WHAT:** Traveling on official UA international\* travel under any of the following circumstances:

- In the course and scope of UA employment and representation
- In connection with a UA sponsored research grant or contract
- Financed through UA by funding, scholarship, sponsorship, or financial aid
- Travel, while enrolled as a UA student to meet a course or degree requirement
- Directed, coordinated, or supervised by UA employees for any traveler
- Involves the use of a UA vehicle.

\* Travel outside the U.S. 50 states to U.S. territories is included in UA international travel procedures, due to insurance and safety considerations.

**WHEN:** As soon as possible, at least 30 days prior to departure.

**WHY:** The UA International Travel Registry facilitates compliance with federal regulations and enables rapid location and communication in an emergency.

**START:**

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

Select the appropriate registration button below to initiate your registration:

**Field Trip Student Travel** Select ONLY if you are traveling as a student on a field trip or club travel, travel is accompanied or closely arranged by UA faculty or staff, and there is no travel reimbursement.

**Travel Registration** Select if you are a student, faculty, or staff and traveling in the course and scope of UA employment or representation, regardless of possible reimbursement of travel expenses.

**Proxy Registration** Select if you registering on behalf of the traveler.

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.

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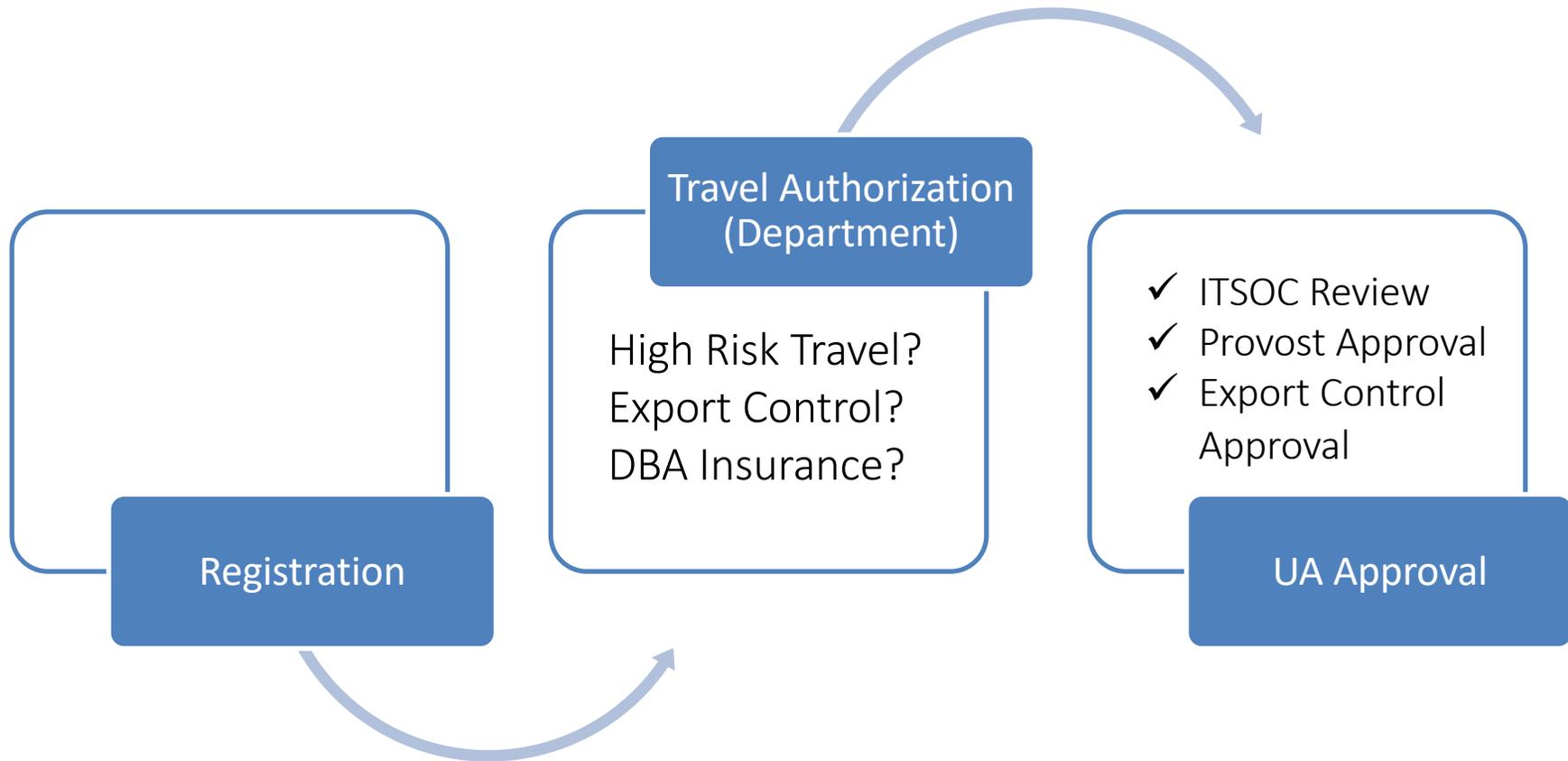


# Travel Authorization

CLEAR ALL FIELDS		 <b>THE UNIVERSITY OF ARIZONA</b> <b>TRAVEL AUTHORIZATION</b>		T808913	
GET NEW FORM				Date: 7/28/2016	
TRAVELER & DEPARTMENT INFORMATION					
NAME		DEPARTMENT NAME		DEPARTMENT NO.	
EMPLID		DEPARTMENT PO BOX ADDRESS		ROOM NUMBER	
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER		CONTACT NAME/TITLE		PHONE NUMBER	
TRAVEL ORDER					
BUSINESS PURPOSE OF TRIP: (conference dates)				<input type="checkbox"/> IN-STATE <input type="checkbox"/> OUT-OF-STATE <input type="checkbox"/> INTERNATIONAL*	
				FUNDING SOURCE:	
MODE OF TRANSPORTATION:				DUTY POST:	
CITY, STATE DEPARTING FROM:				DEPARTURE DATE:	
CITY, STATE RETURNING FROM:				RETURN DATE:	
** ATTACH ITINERARY IF MULTIPLE LOCATIONS **				DESIGNATED LODGING: <input type="checkbox"/> YES <input type="checkbox"/> NO	
EXCEPTIONS			INTERNATIONAL TRAVEL		
<input type="checkbox"/> Vehicle taken out of state: <input type="checkbox"/> State-owned <input type="checkbox"/> Rental <input type="checkbox"/> Private <input type="checkbox"/> Long-term travel status (if travel will exceed 30 days, state reason) <input type="checkbox"/> Personal time taken (state reason and how long) <input type="checkbox"/> Use of other than coach/economy travel on commercial airlines (state reason) <input type="checkbox"/> Miscellaneous – explain JUSTIFICATION / REASON:			<input type="checkbox"/> INTERNATIONAL TRAVEL REGISTRY #: If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure: <a href="http://ue-risk.terradotta.com">http://ue-risk.terradotta.com</a>  <input type="checkbox"/> TRAVEL ALERTS & WARNINGS If your destination has a Travel Alert or Warning issued by the U.S. Department of State, please complete the supplemental travel information within the UA International Travel Registry. Travel Alerts and Warnings are available at: <a href="http://travel.state.gov">http://travel.state.gov</a>		
TRAVEL ADVANCES (OPTIONAL)					
AMOUNT	ACCOUNT #	DATE REQUIRED	<input type="checkbox"/> CHECK <input type="checkbox"/> DIRECT DEPOSIT		
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PAYEE SIGNATURE				DATE	
PLEASE USE COLORED INK FOR SIGNATURES SO THAT ORIGINALS CAN BE DISTINGUISHED FROM PHOTOCOPIES					
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AUTH. DEPT. APPROVER/P.I.	NAME/TITLE	SIGNATURE		DATE	
Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402					



# Travel Status



# High Risk Travel

<u>DESTINATION</u>	<u>TRAVELER</u>	<u>TRAVEL ACTIVITIES</u>
<ul style="list-style-type: none"> <li>• U.S. Department of State Travel Warning or Alert</li> <li>• CDC Travel Warning or Alert</li> <li>• Specific Locations</li> </ul>	<ul style="list-style-type: none"> <li>• Traveler Type</li> <li>• Travel Experience Generally</li> <li>• Travel Experience to Location(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Collaborative meetings</li> <li>• Conferences</li> <li>• Sabbatical</li> <li>• Field Trips/Study Abroad</li> <li>• Official Club Travel</li> <li>• For-Profit Travel</li> </ul>

	Minimal Risk
	Low Risk
	Moderate Risk
	High Risk
	Extreme Risk

<u>DESTINATION</u>	<u>Traveler</u>	<u>ACTIVITIES</u>
<ul style="list-style-type: none"> <li>• DOS Travel Warning</li> <li>• Specific Locations: Avoid Nonessential travel</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate student with Extensive Experience in Location</li> </ul>	<ul style="list-style-type: none"> <li>• Employee Field Research</li> </ul>



# Country Assessment



## COLOMBIA:

### Safety Considerations for Academic Travel

This document is a compilation of information and recommendations by the following sources: [Australian Smarttraveller](#), [British Foreign Office](#), [Canadian Travel Advice](#), [U.S. Department of State Travel Warning](#), [ACE Travel App](#), [Drum Cussac Country Security Profiles](#)

### Overall: Exercise a High Degree of Caution

Pay close attention to your personal security at all times and monitor the [media](#) about possible new safety or security risks. Conditions can change suddenly.

It is advised to exercise a high degree of caution in Colombia overall because of the threat of terrorism and criminal activity. This level is relevant only to the cities of Bogotá, Cali, [Medellin](#) and tourist areas on the Atlantic coast including Cartagena, [Barranquilla](#) and Santa Marta.

The risk of travel in other parts of Colombia is higher. For this reason, it is recommended that travelers fly between Colombian cities and minimize the use of vehicles for trips involving movement in rural areas. Due to the high levels of crime in Colombia, we recommend that you stay in reputable accommodation with appropriate levels of security.

### Regional Advisories:

#### Reconsider Your Need To Travel To:

Amazonas, Bolivar, Boyacá, Caldas, Casanare, Córdoba, Huila, Magdalena, [Quindío](#), Santander, Sucre, Tolima, Vaupes,

#### Do Not Travel To:

- Antioquia, Arauca, Caquetá, Cauca, Chocó, Guaviare, Meta, Nariño, Norte de Santander, Putumayo, Valle de Cauca, Vichada, do not travel
- Parts of Cesar and La [Guarajá](#) departments within 30 [kms](#) of Venezuela, do not travel

### Emergency Numbers

Colombia Emergency Number: 123 for police, ambulance, and fire.

**NOTE:** There may not be an English speaker answering the telephone.

UA Emergency Support 24/7 (call or text): 1+ (520) 307-9576

State of Arizona International Assistance Service

([Europ Assist](#)) 24/7: 1+(202) 659-7777, Plan Number 01 SP 585

## Overall Risks:

Instability (Moderate)	Crime (High)	Terrorism (Moderate)	Transportation (Moderate)	Health & Medical (Moderate)
Minimal Risk	Low Risk	Moderate Risk	High Risk	Extreme Risk

**Risk Ratings**—Overall ratings are an assessment of compiled source information applied to the scale template provided by [Drum Cussac](#), a security provider for political and natural disaster evacuation. The most conservative evaluation of each category is applied with details below.

### Medellin

Instability (High)	Crime (High)	Terrorism (Moderate)	Transportation (Moderate)	Health & Medical (Moderate)
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### Bogota

Instability (Moderate)	Crime (High)	Terrorism (Moderate)	Transportation (Moderate)	Health & Medical (Moderate)
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### Cali

Instability (Moderate)	Terrorism (High)	Crime (High)	Transportation (Moderate)	Health & Medical (Moderate)
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### Cartagena

Instability (Moderate)	Crime (Moderate)	Terrorism (Moderate)	Transportation (Moderate)	Health & Medical (Moderate)
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# Trip Assessment



## Trip Information

### Traveler

#### NAME

Title, Department

Supervisor:

Admin Contact:

### Destination(s)

### Dates of Travel

### Lodging

### Travel primary purpose Essential nature of this trip

Collaboration Development

### Essential Activities

### General Travel Experience

### Experience to Destination

### Health & Safety Precautions

Provide Emergency Contact with 24/7 UA International Emergency Support (520)307-9576

Contacting Traveler in an emergency	Emergency Contact
	Name, Relationship Address Phone Number

## IDENTIFIED AND POTENTIAL VULNERABILITIES/CONCERNS

### POTENTIAL THREATS

### RISK MITIGATORS

### Trip Risk Summary

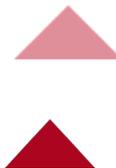
Traveler, Employees (Low)	Travel Type, Meetings (Low)	Location (High)
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### Destination Risk Summary

Instability (Low)	Terrorism (High)	Crime (Low)	Health & Medical (Low)	Transportation (Moderate)
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### RECOMMENDATIONS:

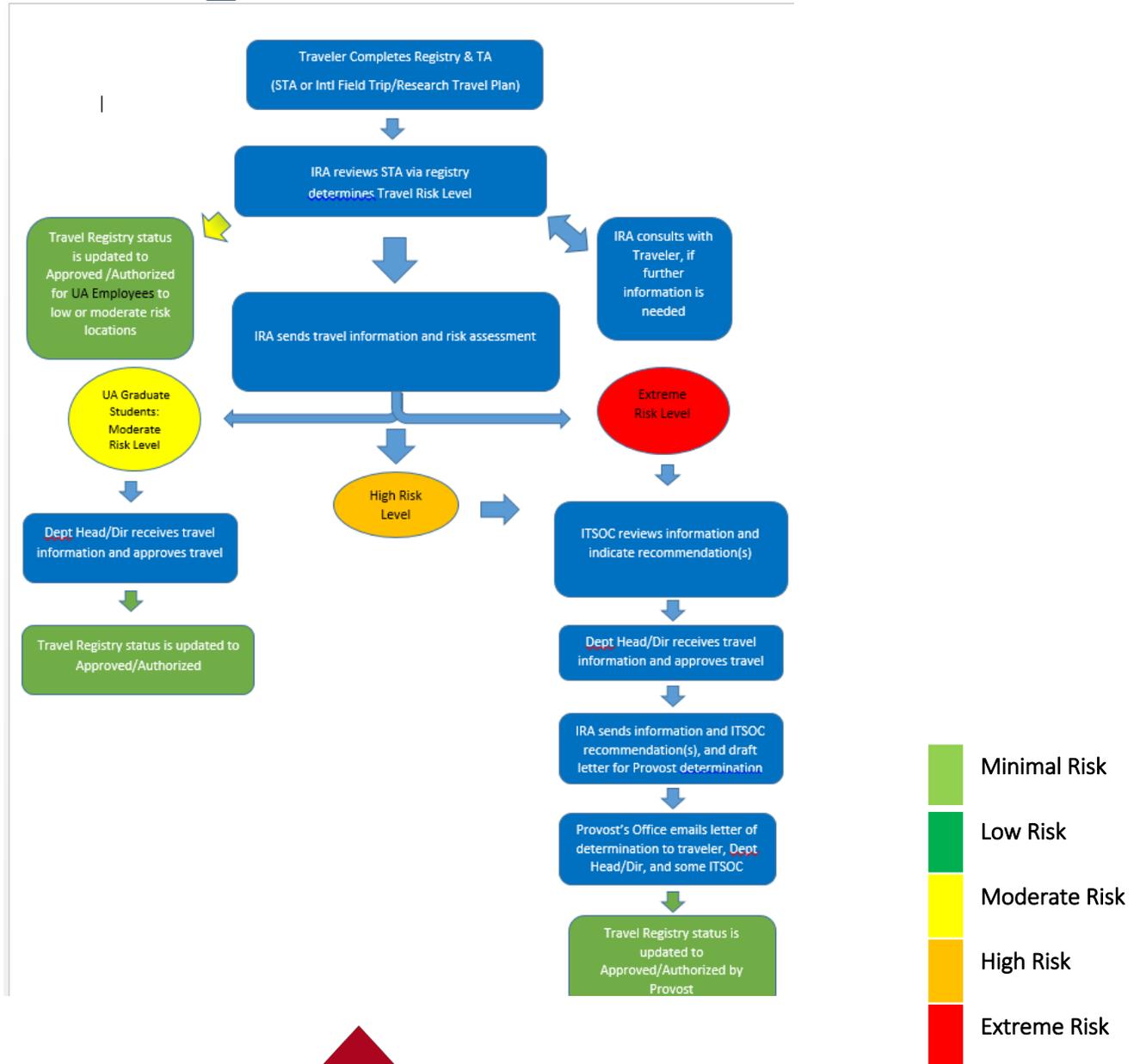
- Review Country Report and follow recommendations
- Contact UA and Emergency Contact to verify safety following reports of emergencies in your area(s)



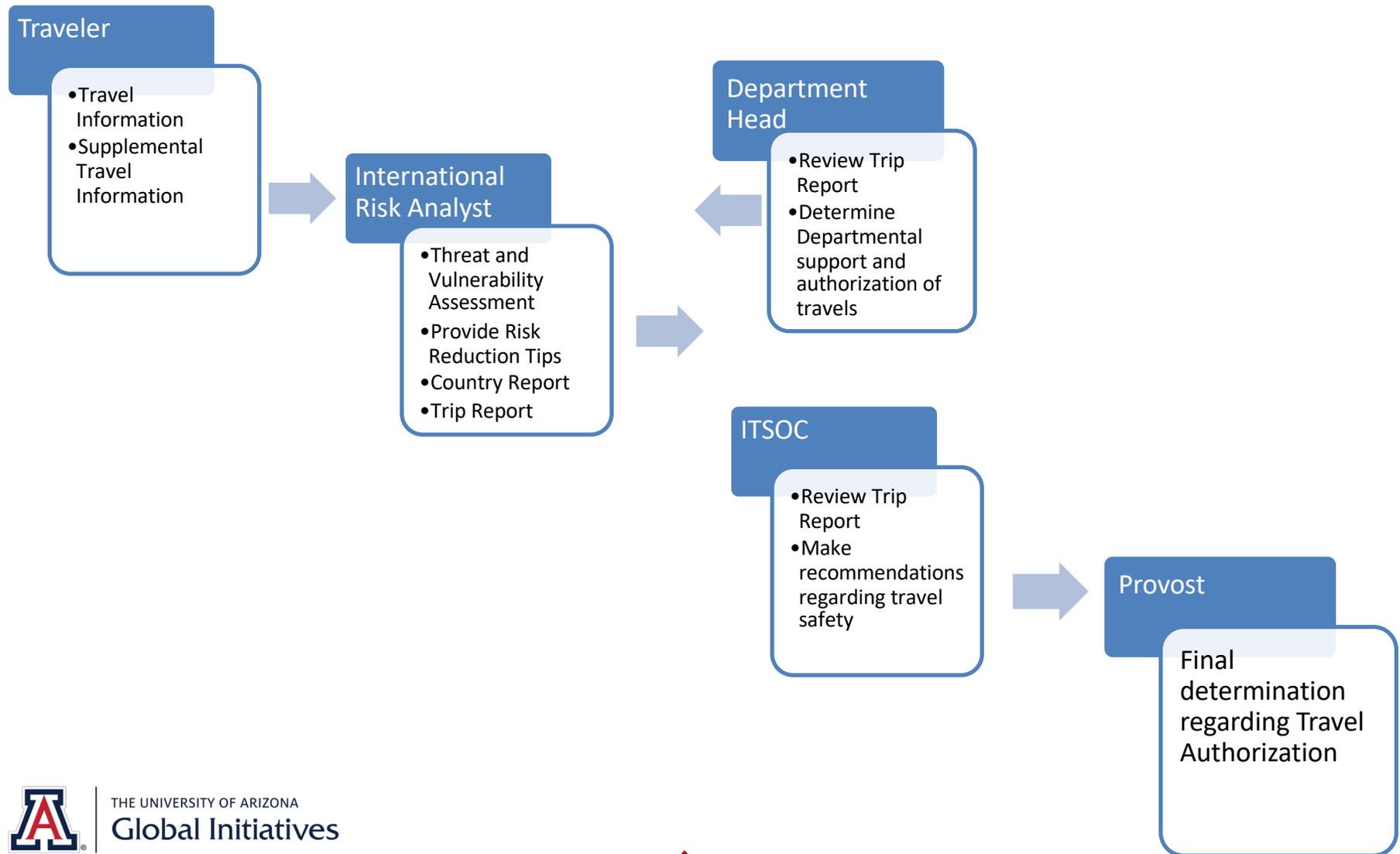
# Travel to Mexico



# Determining Travel for Review



# High Risk Travel Review



# Emergency Plan

- Detailed Itinerary
- Routes of travel
- Communications Plan
- In-Country Contacts
- Emergency Contact Information
- UA Contacts
- Security Concerns & Precautions
- Trip Recommendations
- Emergency Procedures
- Insurance
- Resources



# UA Employees Traveling with Students

## International Field Trips and Study Abroad Programming

- Provide Field Trip or Study Abroad Information
- Participate: UA Employee Traveling with Students workshop
  - 101 information sharing
  - Emergency Planning
  - Tabletop Practice
- *Complete UA Title IX training*
- Complete UA Clery Campus Security Authority (CSA) training



# Contact Information

Laura Provencher

[lprovenc@email.arizona.edu](mailto:lprovenc@email.arizona.edu)

Office: 520-621-1698

Personal Cell: 602-469-2134

UA Emergency Support:

520-307-9576

UA Intl Risk Analyst (facebook)

