UA International Travel Process
UFO, 20 January 2017

Laura Provencher, International Risk Analyst
Office of Global Initiatives
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

Travel Registry

University International Travel Registry

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

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 employed as an 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.

Where: 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.

Clear all fields

Traveler & Department Information

Name
Department Name
Department No.
EMPID
Employee/Student/Other
Department PO Box Address
Room Number
Contact Name/Title
Phone Number

Business Purpose of Trip (preference data)
- Exempt
- In-State
- Out-Of-State
- International

Funding Source

Mode of Transportation
- Car
- Air
- Train
- Other

City/State Departing From
City/State Returning To
Date

Numbers in **up to 8 locations**

International Travel
- International Travel Registry
- Exempt

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:
  - [http://travel.state.gov](http://travel.state.gov)

International Travel Registry
- UA employees planning international travel must register through the UA International Travel Registry:
  - [http://travel.arizona.edu](http://travel.arizona.edu)

Travel Advances (optional)

Amount
Account #
Date Requested

Travel Authorization

Please forward completed form to FSO Operations, Travel Office, PO BOX 23815B, USB 482
The International Travel Registry
**Travel Authorization**

**TRAVELER & DEPARTMENT INFORMATION**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT NAME</th>
<th>DEPARTMENT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPID</td>
<td>DEPARTMENT PO BOX ADDRESS</td>
<td>ROOM NUMBER</td>
</tr>
<tr>
<td>EMPLOYEE</td>
<td>STUDENT</td>
<td>OTHER</td>
</tr>
<tr>
<td>CONTACT NAME/TITLE</td>
<td>PHONE NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

**TRAVEL ORIGIN**

- BUSINESS PURPOSE OF TRIP: (conference dates)
- IN-STATE | OUT-STATE | INTERNATIONAL
- FUNDING SOURCE: [ ]
- MODE OF TRANSPORTATION: [ ]
- CITY, STATE DEPARTING FROM: [ ]
- ENTRANCE DATING: [ ]
- APPRAISAL DATE: [ ]

**EXCEPTIONS**

- Attachment required if multiple locations: [ ]
- DEDICATED LODGING: [ ]

**INTERNATIONAL TRAVEL**

- INTERNATIONAL TRAVEL REGISTRATION:
- TRAVEL ALERTS & WARNINGS:
  - If you are traveling internationally, you must register your trip through the US International Travel Registry prior to departure:
    - http://travel.state.gov
  - Travel Alerts and Warnings are available at:
    - http://travel.state.gov

**AMOUNT**

- ACCOUNT #: [ ]
- DATE REQUIRED: [ ]

**TRAVEL ADVANCES (OPTIONAL)**

- PLEASE USE INK FOR SIGNATURES SO THAT ORIGINS CAN BE DISTINGUISHED FROM PHOTOCOPIES

**APPROVALS**

- I HEREBY CERTIFY THAT THE TRAVEL AUTHORIZED ABOVE IS FOR A VIABLE PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR CONSPICUOUSLY AVAILABLE FOR THE PAYMENT OF ANY CLAIM MADE HEREUNDER, AND THAT IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR SOURCE, THE TRAVEL EXHIBITS LIABILITY IN THE EVENT OF INJURY OR DAMAGE CAUSED BY THE USE OF THE TRAVELER'S VEHICLE.
- APPRAISAL DATE: [ ]
- APPROVED: [ ]
- NAME/TITLE: [ ]
- SIGNATURE: [ ]
- DATE: [ ]

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

- Registration
- Travel Authorization (Department)
  - High Risk Travel?
  - Export Control?
  - DBA Insurance?
- UA Approval
  - ITSOC Review
  - Provost Approval
  - Export Control Approval
# High Risk Travel

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>TRAVELER</th>
<th>TRAVEL ACTIVITIES</th>
</tr>
</thead>
</table>
| - U.S. Department of State Travel Warning or Alert
- CDC Travel Warning or Alert
- Specific Locations | - Traveler Type
- Travel Experience Generally
- Travel Experience to Location(s) | - Research
- Collaborative meetings
- Conferences
- Sabbatical
- Field Trips/Study Abroad
- Official Club Travel
- For-Profit Travel |

### Risk Levels

- **Minimal Risk**
- **Low Risk**
- **Moderate Risk**
- **High Risk**
- **Extreme Risk**

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**DESTINATION**
- DOS Travel Warning
- Specific Locations: Avoid Nonessential travel

**Traveler**
- Graduate student with Extensive Experience in Location

**ACTIVITIES**
- Employee Field Research
Country Assessment

COLOMBIA:
Safety Considerations for Academic Travel
This document is a compilation of information and recommendations by the following sources: Australian Passport Traveler, British Passport Office, Canadian Travel Advice U.S. Department of State Travel Warnings, ACT Travel App, Drum Qusay, Country Security Profiles

Overall: Exercise a High Degree of Caution
Pay close attention to your personal security at all times and monitor the news 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, Medellín, and tourist areas on the Atlantic coast including Cartagena, Bocagrande, 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, Cundinamarca, Huila, Magdalena, Quindío, Santander, Sucre, Tolima, Vaupés.

Do Not Travel To:
- Antioquia, Arauca, Casqueté, Caquetá, Chocó, Guaviare, Meta, Nariño, Norte de Santander, Putumayo, Valle del Cauca, Vichada, do not travel.
- Parts of Cesar and La Guajira departments within 30 km of Venezuela, do not travel.

Emergency Numbers
Colombia Emergency Number: 113 for police, ambulance, and fire.
NOTE: There may not be an English speaker answering the telephone.

US Emergency Support 24/7 (Call or text): 1-888-377-8378
US State of Arizona International Assistance Service: 1-202-669-7777, FAX Number 01 SP 515

Overall Risks:

<table>
<thead>
<tr>
<th>Instability</th>
<th>Crime</th>
<th>Terrorism</th>
<th>Transportation</th>
<th>Health &amp; Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Moderate)</td>
<td>(High)</td>
<td>(Moderate)</td>
<td>(Moderate)</td>
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</tr>
</tbody>
</table>

Risks Ratings - Overall ratings are an assessment of compiled source information applied to the scale template provided by Drum Qusay, a security provider for political and natural disaster evacuation. The most conservative evaluation of each category is applied with details below.

Medellín

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Bogota

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</thead>
<tbody>
<tr>
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</table>

Cali

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Cartagena

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</table>
Trip Assessment

Trip Information

Traveler

NAME
Title, Department
Supervisor:
Admin Contact:

Destinations
Dates of Travel
Lodging

Travel primary purpose
Essential nature of this trip

Essential Activities

General Travel Experience
Experience to Destination
Health & Safety Precautions

Provide Emergency Contact with 24/7 UA International Emergency Support
(520)398-4575

Contacting Traveler in an emergency
Emergency Contact

<table>
<thead>
<tr>
<th>Name, Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

IDENTIFIED AND POTENTIAL VULNERABILITIES/CONCERNS

POTENTIAL THREATS

RISK MITIGATIONS

Trip Risk Summary

<table>
<thead>
<tr>
<th>Travel, Employees</th>
<th>Travel Type, Meeting</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Low)</td>
<td>(Low)</td>
<td>(High)</td>
</tr>
</tbody>
</table>

Destination Risk Summary

<table>
<thead>
<tr>
<th>Accessibility</th>
<th>Termites</th>
<th>Game</th>
<th>Health &amp; Medical</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Low)</td>
<td>(High)</td>
<td>(Low)</td>
<td>(Low)</td>
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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

Traveler Completes Registry & TA (STA or Intl Field Trip/Research Travel Plan)

IRA reviews STA via registry to determine Travel Risk Level

IRA sends travel information and risk assessment

IRA consults with Traveler if further information is needed

Extreme Risk Level

IRSC reviews information and indicates recommendation(s)

Dept Head/Dir receives travel information and approves travel

IRSC sends information and ITSOC recommendation(s), and draft letter for Provost determination

Provost’s Office emails letter of determination to traveler, Dept Head/Dir, and ITSOC

Travel Registry status is updated to Approved/Authorized by Provost

Travel Registry status is updated to Approved/Authorized for UA Employees to low or moderate risk locations

Minimal Risk

Low Risk

Moderate Risk

High Risk

Extreme Risk
High Risk Travel Review

Traveler
- Travel Information
- Supplemental Travel Information

International Risk Analyst
- Threat and Vulnerability Assessment
- Provide Risk Reduction Tips
- Country Report
- Trip Report

Department Head
- Review Trip Report
- Determine Departmental support and authorization of travels

ITSOC
- Review Trip Report
- Make recommendations regarding travel safety

Provost
- Final determination regarding Travel Authorization

THE UNIVERSITY OF ARIZONA
Global Initiatives
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
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Office: 520-621-1698
Personal Cell: 602-469-2134

UA Emergency Support: 520-307-9576

UA Intl Risk Analyst (facebook)