

UA INTERNATIONAL TRAVEL PROCEDURES

STEP 1: *As soon as travel is known*

- A. Register your itinerary in the University International Travel Registry- <http://ua-risk.terradotta.com>
- B. Complete the Travel Description Questionnaire: *Registration is incomplete without this step.*
 - a. "YES" to questions regarding **Export Control** considerations alerts Export Control (EC)
 - b. "YES" to questions regarding **Federal Contracts or work on Military Bases** alerts Risk Management (RM)
 - c. "YES" to questions regarding travel to a country with a **Travel Warning** alerts International Risk Analyst
 - i. Complete the Supplemental Travel Authorization Form for Travel to Warning Areas in as much detail as possible and submit **at least thirty days prior to departure.**
 1. Print the Supplemental Travel Authorization Form and obtain the approval signature for the travel from the Department Head or Dean.
 2. Submit the original document with the Travel Authorization (TA)(STEP 2) to FSO Travel.

STEP 2: *At least thirty days prior to travel*

Complete the **Travel Authorization (TA)** and obtain necessary signatures.

For travel to country with a Travel Warning: Attach a completed Supplemental Travel Authorization Form for Travel to Warning Areas with traveler and department head/dean's signature.

http://uabis.arizona.edu/eForms/Forms/iTA_Supp_Auth_Travel_Warning_Areas.pdf

For travel with Students & Volunteers: Attach Risk and Release forms

http://uabis.arizona.edu/eForms/Forms/iTravel_Assump_of_Risk_Release.pdf

Submit all original paperwork to FSO-Operations Travel Office, USB 402, PO BOX 210158

IN ORDER TO BE APPROVED- PRIOR TO DEPARTURE ALL INTERNATIONAL TRAVEL MUST BE:

If travel is not approved, reimbursement of travel expenses is not guaranteed. It is the responsibility of the traveler to ensure that each of these steps is completed with sufficient time to allow for **approval prior to departure:**

1. Complete registration in University International Travel Registry (itinerary *and* questionnaire).
2. Travel Authorizations are received prior to travel departure.
3. Approval by Export Control, if there are any export control requirements.
4. Approval by Risk Management, if there are any additional insurance requirements.
5. Approval by the Provost, if travel involves a country with a Travel Warning issued by the US Department of State.

Any travel outside of the area indicated on the Travel Authorization or Supplemental Travel Authorization form is not included as official university business and occurs at the traveler's own risk.

FSO TRAVEL OFFICE: <http://www.fso.arizona.edu/travel>

The UA Interim Policy for International Travel Safety and Compliance (see link below) applies to all University of Arizona faculty, staff, students, and volunteers who travel internationally as part of UA research, education, service, or employment. Compliance with this policy is necessary for many reasons, including reimbursement of travel expenses. http://policy.arizona.edu/sites/default/files/Interim_International_Travel_Policy.pdf

The FSO Travel Office oversees the disbursement of University funds related to travel expenditures to ensure compliance with University, state, federal, and ABOR policies and regulations.

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EXPORT CONTROL: <http://ocr.arizona.edu/ec>

Certain responses to the Travel Description Questionnaire indicate possible export control considerations that must be determined and reconciled well in advance of travel departure. Once the Questionnaire is submitted, the UA Export Control Office is alerted to possible export control concerns. Failure to obtain required export authorization is a violation of federal law.

Someone from the UA Export Control Office will respond within two business days to determine and address export control needs. *Keep in mind that obtaining necessary licenses may require up to six months.*

Kay Ellis, Director of Export Control-	ellisk@email.arizona.edu	(520) 626-2437
Keith Corson, Analyst, Export Control Compliance-	kcorson@email.arizona.edu	(520) 626-5865
Melissa Faulk, Program Coordinator-	mfaulk@email.arizona.edu	(520) 626-5338

RISK MANAGEMENT: <http://risk.arizona.edu/insurance/internationaltravelinsurance.shtml>

Regular travel insurance is automatically applied to authorized UA travel. However, international travel on a federal contract (not a grant) triggers a requirement for Defense Base Act (DBA) insurance, which must be arranged in advance of departure. Certain responses to the Travel Description Questionnaire in Terra Dotta will indicate the need for DBA insurance and trigger a notification to Risk Management Services. A request for additional information required to arrange DBA insurance will be forwarded as soon as possible by Risk Management Services to the traveler's department. 30 days advance notice is required for issuance of a DBA insurance binder for the traveler. Failure to provide DBA insurance when required for travel is a violation of federal law.

Steve Holland, Assistant Vice President for Risk Management Services - sholland@email.arizona.edu (520) 621-1790

TRAVEL TO COUNTRIES WITH TRAVEL WARNINGS : <http://global.arizona.edu/resources/ua-employee-travel>

The International Risk Analyst is alerted that travel includes a country with a Travel Warning issued by the U.S. Department of State (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html), when the traveler answers “YES” to the question on the Travel Description Questionnaire regarding travel to such areas.

The following steps will occur to obtain approval for travel to countries with Travel Warnings **at least one month prior to the anticipated departure:**

1. The International Risk Analyst will receive the Supplemental Travel Authorization form and contact the traveler for any additional information that may pertain to the travel. *Throughout this process the traveler may be contacted for additional information. Detailed initial information greatly facilitates and expedites this process.*
2. Information about the trip is distributed to the International Travel Safety Oversight Committee (ITSOC).
3. The travel information is reviewed by International Travel Safety Oversight Committee (ITSOC) members and Subject Matter Experts. The safety and security of the travel arrangements are assessed and recommendations to enhance these aspects of the travel are made.
4. The recommendation is forwarded to the Office of the Provost for final authorization, once the International Risk Analyst confirms:
 - All possible Export Control and Risk Management considerations are addressed and approved.
 - FSO has received original Travel Authorization paperwork.
5. The traveler receives an email with the Provost’s final decision regarding the status of the travel.

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