

Register Individual Faculty/Staff International Travel

FAQs:

Do I have to register my individual university-sponsored international travel?

Yes. University policy requires all international university-sponsored travel be registered for risk management and insurance purposes.

How long does the individual registration process take?

The process should take less than 5 minutes, unless you are requesting an exception (travel to a US Department of State level 3 country). Additional documentation and questions need to be answered for exception requests. Travel to a US Department of State level 4 country is not permitted.

Does this mean that if I am using department funds to attend an international conference I should register here?

Yes

Does this mean that if I am using department/university funds to conduct research or hold meetings overseas I should register here?

Yes

I have grant funding - is my international travel considered "university-sponsored"?

Yes, if the grant is administered through the U of R in any way.

I have never done this before, why should I do it now?

Registering your international travel allows the University to monitor global risks in the areas you will be traveling, have contact information for you while abroad and to have means to communicate with you in emergency situations and for you to be covered by University insurance during your time abroad.

What if I want to do work in a country or area of a country with a [Department of State Travel Advisory](#) Level 3 or 4?

The University has established Guidelines on US State Department Travel Advisories. Travel is prohibited to countries/areas that are a level 4 with the US State Department. Countries/areas that are a US State Department level 3, may receive an exception but additional information is required during the registration process that will be reviewed by the International Travel and Activities Committee.

When should I register my individual travel?

No later than four weeks prior to departure, if traveling to a country with a US State Department level 1 or 2. If you requesting an exception to a country that that has a US State Department level 3, the process for additional support can take time and we recommend submitting policy exception requests no later than six weeks prior to departure.

If I am traveling to a country with a DOS Advisory Level 1 or 2 will I receive a formal letter from the International Travel and Activities Committee letting me know that my travel is approved?

No – this simple registration process is all that you need to do.

I would like to take one or more students abroad - is this individual registry the process that I use?

No. You are not traveling as an individual in such cases but rather are acting as a sponsor for the student. Please refer to U of R Responsible On-Campus Officer/On-Site Responsibilities and Resources.

Do I have to register my domestic university-sponsored travel?

No.

Should I register my personal international travel through this registry?

No.