

International Travel Form (complete and send copy to Maurine McAuley)

Traveler's Name _____ **Department** _____
Email _____ **Phone Number** _____
Destination(s) _____ **Travel Dates** _____
Travel Authorization Number _____ **Terra Dotta Registration** _____

Each of these steps is necessary to maintain compliance with the UA International Travel Policy. It is the responsibility of the traveler to ensure that each step is addressed and travel is approved prior to departure.

As the traveler, I verify that I have:

Registered my travel through the [International Travel Registration Portal: Terra Dotta](#), completed the Travel Information Questionnaire, and updated my emergency contact information.

This makes it possible for the UA to quickly locate and communicate with travelers in the event of an emergency abroad. The registration site is at: <http://ua-risk.terradotta.com/>.

Registration is also recommended with the US State Department's Smart Traveler Enrollment Program (STEP), which can be found at: <https://step.state.gov/step/>.

Determined if my travel includes any **export control** restrictions by completing the Travel Information Questionnaire and, if necessary, consulting with the [UA Export Control Office](#). Either, I do not require any licenses or I am working on obtaining the necessary license(s).
<http://orcr.arizona.edu/ec>

Determined if my travel requires **Defense Base Act Insurance** by completing the Travel Information Questionnaire and, if necessary, consulting with Risk Management. Either, I do not require additional insurance or I am working on obtaining the necessary insurance.
<http://risk.arizona.edu/insurance/internationaltravelinsurance.shtml>

Downloaded and completed a new [Travel Authorization](#) and submitted the original with appropriate signatures to FSO Travel Office- USB 402, PO BOX 210158. A new form must be downloaded for each trip to create a new Travel Authorization number. <http://uabis.arizona.edu/eforms/#T>

If applicable: My travel is to a country with a current **Travel Warning**. Also submitted with the Travel Authorization is:

Supplemental Travel Authorization Form for Travel to Warning Areas
http://uabis.arizona.edu/eForms/Forms/iTA_Supp_Auth_Travel_Warning_Areas.pdf

My travel involves students and volunteers. Attached is the Risk and Release form.
http://uabis.arizona.edu/eForms/Forms/iTravel_Assump_of_Risk_Release.pdf

The UA Interim Policy for International Travel Safety and Compliance-

http://policy.arizona.edu/sites/default/files/Interim_International_Travel_Policy.pdf
