



UA International Travel Registry

Registering International Travel

Laura Provencher, International Risk Analyst

April 2014

Before you get started:

1. Obtain a Travel Authorization (TA) number from Tracey.
2. Determine if the destination country has a [Travel Warning](#).*
If your country has a travel warning (even if there is no alert for the city), complete the [Supplemental Travel Authorization form](#).
3. Determine the likely dates of travel.
4. Collect Emergency Contact information.
5. ~~Locate your passport.~~

Now go to:

<https://ua-risk.terradotha.com>



International Travel Policies

U.S. State Department
Travel Warnings & Alerts

International Travel
Insurance and Assistance

UA Export Control
Information

CDC Traveler Health
Information

Defense Base Act Insurance

Additional International
Travel Resources

Risk Management Services

UA Office of Study Abroad
and Student Exchange

FAQ

If You Are Injured or In An
Accident: CLICK HERE

Contact Us

ANNOUNCEMENTS

**New U.S. Passport &
International Travel
Site**

[\[View Details\]](#)

[View All](#)

University International Travel Registry

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.

STEP A - Registering international travel

The UA International Travel Registry facilitates rapid location and communication in the event of an emergency situation.

Select the appropriate registry and enter your NetID, itinerary dates, locations, and emergency contact information. Proxy registration allows administrative staff to register on behalf of someone. The Proxy Questionnaire will link the traveler and emergency contact information to the registration.

Complete the Travel Questionnaire. The questions are available for review on this link: [Questionnaires Sample](#). These are not the same questions for the Student Approved Travel Registry.

**To view, make changes, or complete a missing Questionnaire for a registered trip, click "LOGIN" on the red bar above.*

[Field Trip Student Registration](#)

This is ONLY for accompanied student field trips with faculty, with no reimbursement of student expenses.

[Travel Registration](#)

Most travel will use this registry. [Registry Tutorial](#)

[Proxy Registration](#)

If you are administrative support personnel registering on behalf of the traveler, please select this registry.



Select to register a new trip.

UA NetID WebAuth

Enter your NetID and Password

NetID:

Password:

LOGIN

clear

Establish UA NetID authentication now to access protected services later.



Simply enter your UA NetID and Password.



Help & Resources

- [Set your WebAuth Preferences](#)
- [Create your UA NetID](#)
- [Change/Reset your Password](#)
- [UITS WebAuth Help](#)

Copyright © 2005-2011 JA-SIG. All rights reserved.

Powered by [JA-SIG Central Authentication Service](#)



When you first login you will be asked if you wish to link your profile with this account.

Select “YES”


This will link your registry account to your user id and password.




Provide emergency contact information.

This is who will be contacted on your behalf in an emergency.

You may update this information for future trips in the Profile tab.

 Please complete the required data sections of this form and click on the submit button at the bottom of the page in order to access this site.

 All required applicant parameters have been provided.

* Not editable
** Required

Required Addresses	
Emergency Contact	
Address:	<input type="text"/> <input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code (or Postal Code):	<input type="text"/>
Country:	Select One: <input type="text"/>
Phone:	<input type="text"/>
Mobile:	<input type="text"/>
Addressee Name:	<input type="text"/>
Addressee Relationship:	<input type="text"/>

- Reset -

- Update >

Registered Travel Home Page > Registration

Registered Travel Home Page : Registration

Hide Tips



Select the Year of Departure, trip destination(s), and dates of travel and click "Apply".
On the next page, complete your registration with the appropriate Questionnaire(s) and forms.

Select



Year Of Departure

- Year of Departure, 2014
- Year of Departure, 2015

Destination(s)

Select one or more destinations below and move them with the >> button.

Designated Destination(s)

Aachen, Germany (Europe)
Aberdeen, United Kingdom (Europe)
Abha, Saudi Arabia (Middle East)
Abidjan, Ivory Coast (Africa)
Abu Dhabi, United Arab Emirates (Middle East)
Abuja, Nigeria (Africa)
Accra, Ghana (Africa)

>>

All >>

<< All

<<

Enter



If the destination is not above, search below by city (do not include country). Designate each destination in the box above before searching for another.

-Search-

If you cannot find the location, check the spelling or select the nearest location. You can provide more detailed itinerary information (specific destination and dates) on the Travel Questionnaire.

Dates

Departure:



(Format: mm/dd/yyyy)

Return:



(Format: mm/dd/yyyy)

< Cancel -


- Reset -

- Apply >

Registered Travel Home Page > Registration

Registered Travel Home Page : Registration

Hide Tips

 Select the Year of Departure, trip destination(s), and dates of travel and click "Apply".
On the next page, complete your registration with the appropriate Questionnaire(s) and forms.

Year Of Departure



- Year of Departure, 2014
- Year of Departure, 2015

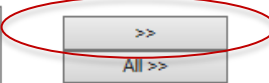
Destination(s)

Select one or more destinations below and move them with the >> button.

Designated Destination(s)

Guaymas, Mexico (Latin America)

Click Here  Then Here 



The destination will move into this box.

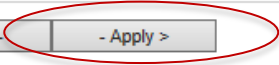
If the destination is not above, search below by city (do not include country). Designate each destination in the box above before searching for another.

If you cannot find the location, check the spelling or select the nearest location. You can provide more detailed itinerary information (specific destination and dates) on the Travel Questionnaire.

Dates

Departure: (Format: mm/dd/yyyy)

Return: (Format: mm/dd/yyyy)



Enter the dates:

Registration : Trip Information Page (Returnee)



This page shows items requested of you following your return.

Information Submittal Complete

You have submitted the information requested on this site to register your itinerary. If your travel involves additional approval (Travel Export Control license, etc.), then additional information will be required. If this information has already been submitted, you will be the final decision. If additional information is needed, it will be requested via email.

Laura Provencher

Program:	Travel
Term/Year:	Year of Departure, 2014
Deadline:	12/31/2014
Dates:	03/07/2014 - 03/07/2014

Announcements

New U.S. Passport & International Travel Site

[\[View Details\]](#)

[View All Announcements](#)

Questionnaire(s)

The Travel Questionnaire must be complete and submitted to complete the registration. A check mark will be RECEIVED once it is submitted.
If you are not a student, leave the Student Information blank.

Title

[*Travel Questionnaire*](#)

[Student Information](#)

Forms

Click the following to view instructions and/or printable forms.

Title

[Application for DBA Insurance](#)

[Supplemental Travel Authorization](#)


[Travel Authorization](#)

Resources

Registered Travel Home Page >> Registration > Trip Information Page (Returnee)

Registration : Trip Information Page (Returnee)

Hide Tips

 This page shows items requested of you following your return.

CLICK HERE to locate the Registry Number

Information Submittal Complete

You have submitted the information requested on this site to register your itinerary. If your travel involves additional approval (Travel Warning country, Export Control license, etc.), then additional information will be required. If this information has already been submitted, you will be notified via email of the final decision. If additional information is needed, it will be requested via email.

Laura Provencher

Program: Travel
Term/Year: Year of Departure, 2014
Deadline: 12/31/2014
Dates: 03/07/2014 - 03/07/2014

Questionnaire(s)

The Travel Questionnaire must be complete and submitted to complete the registration. A check mark will appear in the box under RECEIVED once it is submitted. If you are not a student, leave the Student Information blank.

Title	Received
Travel Questionnaire	<input checked="" type="checkbox"/>
Student Information	<input type="checkbox"/>

Announcements

New U.S. Passport & International Travel Site

[\[View Details\]](#)

[View All Announcements](#)

Forms

Click the following to view instructions and/or printable forms.

Title	Received
Application for DBA Insurance	<input type="checkbox"/>
Supplemental Travel Authorization	<input type="checkbox"/>
Travel Authorization	<input type="checkbox"/>

This link is to the US Dept. of State STEP registration, encouraged for all travel. →

Resources

Title	Received
Procedures for UA Travel to Mexico	<input type="checkbox"/>
STEP Registration	<input type="checkbox"/>

Once you have completed the Questionnaire(s), go to Traveler Home & REG ID #



Applicant

My Home

My Inbox


My Applications

Profile Admin

Registered Travel Home Page > **Laura Provencher** -

Registered Travel Home Page : Laura Provencher -

Hide Tips

 This page provides you an overview of your registered UA travel. In order to complete or see the details of a trip, click on the word Travel above the listed destination to access trip details and questionnaires. If you are unable to access trip details, it may be past a deadline and changes can only be made by a system administrator. Please click "Edit Profile" button to edit your emergency contact info (In Address Info Tab, click Edit pencil icon under "Actions").

Give this number to Tracey so she can place it on the Travel Authorization form.

▼ Year of Departure, 2014	
Travel (Abuja) (ID 11705 : Nigeria 4/03)	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Abuja) (ID 11704 : Nigeria 4/18)	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Accra) (ID 11692 : Ghana 4/10)	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
▼ Year of Departure, 2013	
Proxy Registration (Abuja) (ID 12315)	Fiscal Yr Ending: 01/01/2014 <input type="button" value="Withdraw"/>
Proxy Registration (Brasilia, Manaus, Santa Maria, Maringa, Alta Floresta)	DECISION REACHED Please click application

Profile



Laura Provencher
 lprovenc@email.arizona.edu

*** INTERNATIONAL TRAVEL**

UA International Travel Registry #:

If you are traveling internationally, you must register your trip through the UA International Travel Registry (<http://ua-risk.terradata.com>) prior to departure.

Travel Warning Country

If your destination has a Travel Warning issued by the U.S. State Department, you must submit a "Supplemental Authorization Form for Travel

Messages

Date/Time	From
05/08/2013	INTL-travelteam@email.arizona.edu
Application Activity: - UA International Travel Registry	
04/26/2013	INTL-




- applicant
- My Home**
- My Inbox
- My Applications
- Profile Admin

Registered Travel Home Page > **Laura Provencher** -

You may now logout.

Registered Travel Home Page : Laura Provencher - Hide Tips

 This page provides you an overview of your registered UA travel. In order to complete or see the details of a trip, click on the word Travel above the listed destination to access trip details and questionnaires. If you are unable to access trip details, it may be past a deadline and changes can only be made by a system administrator. Please click "Edit Profile" button to edit your emergency contact info (In Address Info Tab, click Edit pencil icon under "Actions").

▼ Year of Departure, 2014	
Travel (Abuja) <small>(ID 11705 : Nigeria 4/03)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Abuja) <small>(ID 11704 : Nigeria 4/18)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Accra) <small>(ID 11692 : Ghana 4/10)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
▼ Year of Departure, 2013	
Proxy Registration (Abuja) <small>(ID 12315)</small>	Fiscal Yr Ending: 01/01/2014 <input type="button" value="Withdraw"/>
Proxy Registration (Brasilia, Manaus, Santa Maria, Maringa, Alta Floresta)	DECISION REACHED Please click application

Profile



Laura Provencher
 lprovenc@email.arizona.edu

Messages

Date/Time	From
05/08/2013	INTL-travelteam@email.arizona.edu
Application Activity: - UA International Travel Registry	
04/26/2013	INTL-



IF you did not finish registration and need to return, Select **Login**.

International Travel Policies

U.S. State Department Travel Warnings & Alerts

International Travel Insurance and Assistance

UA Export Control Information

CDC Traveler Health Information

Defense Base Act Insurance

Additional International Travel Resources

Risk Management Services

UA Office of Study Abroad and Student Exchange

FAQ

If You Are Injured or In An Accident: [CLICK HERE](#)

Contact Us

ANNOUNCEMENTS

New U.S. Passport & International Travel Site

[\[View Details\]](#)

[View All](#)

University International Travel Registry

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.

STEP A - Registering international travel

The UA International Travel Registry facilitates rapid location and communication in the event of an emergency situation.

Select the appropriate registry and enter your NetID, itinerary dates, locations, and emergency contact information. Proxy registration allows administrative staff to register on behalf of someone. The Proxy Questionnaire will link the traveler and emergency contact information to the registration.

Complete the Travel Questionnaire. The questions are available for review on this link: [Questionnaires Sample](#). These are not the same questions for the Student Approved Travel Registry.

**To view, make changes, or complete a missing Questionnaire for a registered trip, click "LOGIN" on the red bar above.*

Field Trip Student Registration

This is ONLY for accompanied student field trips with faculty, with no reimbursement of student expenses.



Travel Registration

Most travel will use this registry. [Registry Tutorial](#)

Proxy Registration

If you are administrative support personnel registering on behalf of the traveler, please select this registry.

You will return to your Home page, which will look similar to this.

[HOME](#) | [STAFF](#)

Applicant

- My Home**
- My Inbox
- My Applications
- Profile Admin

[Logout](#) | [Traveler Home](#) | [Admin Home](#) | User: **Laura Provencher**

Registered Travel Home Page > **Laura Provencher** -

Registered Travel Home Page : Laura Provencher -
Hide Tips

This page provides you an overview of your registered UA travel. In order to complete or see the details of a trip, click on the word **Travel** above the listed destination to access trip details and questionnaires. If you are unable to access trip details, it may be past a deadline and changes can only be made by a system administrator. Please click "Edit Profile" button to edit your emergency contact info (In Address Info Tab, click Edit pencil icon under "Actions").


▼ Year of Departure, 2014

Travel (Abuja) <small>(ID 11705 : Nigeria 4/03)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Abuja) <small>(ID 11704 : Nigeria 4/18)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>
Travel (Accra) <small>(ID 11692 : Ghana 4/10)</small>	Fiscal Yr Ending: 01/01/2015 <input type="button" value="Withdraw"/>

▼ Year of Departure, 2013

Proxy Registration (Abuja) <small>(ID 12315)</small>	Fiscal Yr Ending: 01/01/2014 <input type="button" value="Withdraw"/>
Proxy Registration (Brasilia, Manaus, Santa Maria, Maricao, Alta Floresta)	DECISION REACHED Please click application

Profile



Laura Provencher
lprovenc@email.arizona.edu

Messages

Date/Time	From
05/08/2013	INTL-travelteam@email.arizona.edu
Application Activity: - UA International Travel Registry	
04/26/2013	INTL-

Select your trip and click on "Travel" to complete registration.

Your trip is now registered


You will receive emails as your status updates.

The emails will direct you to login to see your current status.

Application Activity: - UA International Travel Registry

INTL-travelteam@email.arizona.edu

Sent: Mon 10/7/2013 9:52 AM

To:  Provencher, Laura E - (lprovenc)

UA International Travel - Status Change of Your Travel Registration

Thank you for registering your travel on the University International Travel Registry. Please login to the first link below for further information. You may receive an additional email with further information.

1. The status of your University travel is updated.
Student Travel
Year of Departure, 2013

Click on this link [login and check your status](#)

Login: <https://ua-risk.terradata.com/secure/>

General non- login: <https://ua-risk.terradata.com/index.cfm?FuseAction=Security.Login>

This message was generated automatically

▼ Year of Departure, 2014	
Travel (Abuja) (ID 13721 : Abjua 9/13)	Fiscal Yr Ending: 01/01/2015 Withdraw
▼ Year of Departure, 2013	
Travel (Aguascalientes, Ijuana) (ID 13722 : Jones Mexico 9/20)	DECISION REACHED <i>Please click application link to view decision letter.</i>
Travel (Abu Dhabi) (ID 13715 : Abu Dhabi 9/12)	DECISION REACHED <i>Please click application link to view decision letter.</i>
Travel (Nogales) (ID 13442 : Cintron Nogales 8/30)	(Itinerary Submitted) DECISION REACHED <i>Please click application link to view decision letter.</i>

Registered Travel Home Page > Laura Provencher -

Registered Travel Home Page : Laura Provencher - [Hide Tips](#)

? This page provides you an overview of your registered UA travel. In order to complete or see the details of a trip, click on the word Travel above the listed destination to access trip details and questionnaires. If you are unable to access trip details, it may be past a deadline and changes can only be made by a system administrator. Please click "Edit Profile" button to edit your emergency contact info (In Address Info Tab, click Edit pencil icon under "Actions").

▼ Year of Departure, 2014	
Travel (Abuja) (ID 11705 : Nigeria 4/03)	Fiscal Yr Ending: 01/01/2015 Withdraw
Travel (Abuja) (ID 11704 : Nigeria 4/18)	Fiscal Yr Ending: 01/01/2015 Withdraw
Travel (Accra) (ID 11692 : Ghana 4/10)	Fiscal Yr Ending: 01/01/2015 Withdraw
▼ Year of Departure, 2013	
Proxy Registration (Abuja) (ID 12315)	Fiscal Yr Ending: 01/01/2014 Withdraw
Proxy Registration (Brasilia, Manaus, Santa Maria, Malindi, Alta Floresta)	DECISION REACHED <i>Please click application</i>

Profile

Laura Provencher
lprovenc@email.arizona.edu
[Edit Profile](#)

Messages

Date/Time	From
05/08/2013	INTL-travelteam@email.arizona.edu
Application Activity: - UA International Travel Registry	
04/26/2013	INTL-

When you click on the link and login, you will see your Travel Home Page. It may look like this.

Click Travel.



Your travel status has been updated.

Most likely, your letter will look like this:

09/12/2013

Dear Laura Provencher,

Thank you for registering your travel plans. **Approval of your travel is pending confirmation that your Travel Authorization is received by FSO Travel.**

If you responded "Yes" to some of the questions on Travel Description Questionnaire, your travel may also be pending additional review. This additional review is required when one or more of the following applies:

- Travel plans to a country with a U.S. State Department issued Travel Warning
- Travel plans that *may* require export control review or a federal license
- Travel plans that *may* require procurement of federally mandated Defense Base Act (DBA) insurance

You will be contacted in the next few days about the next steps required to evaluate your proposed travel if you responded "Yes" to question pertaining to export control or insurance. If you are traveling to a country with a current Travel Warning, please complete and submit the Supplemental Travel Authorization form available on the Materials section.

If approval is only pending confirmation of your Travel Authorization Form (TA) to FSO Travel Office, once receipt of the TA is confirmed the trip status will reflect this approval.

For more information, refer to the UA Interim Policy for International Travel Safety and Compliance.

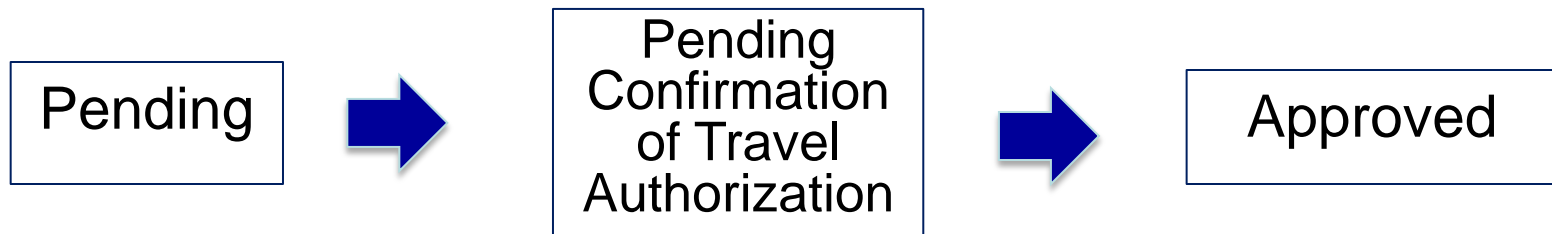
Thank you for using the UA International Travel Registration Site. If you have any questions, please contact Laura Provencher, International Risk Analyst, (520) 621-1698, lprovenc@email.arizona.edu



Program: Proxy Registration, Year of Departure, 2013,
Status: Pending confirmation of Travel Authorization

This is YOUR trip status.

Most registrations go through this process:



If you responded “Yes” to any Questionnaire questions, there will be additional steps prior to approval for Travel Warning, Export Control, or Risk Management review.

Safe travels!

Feel free to contact me with questions.

lprovenc@email.arizona.edu

520.621.1698