



## Supplemental Travel Authorization

This form is for UA employees (Faculty, Staff, and Graduate students) to request authorization of **individual or small group university travel** to countries with Travel Warnings. Regardless of the funding source, all UA travel to a country with a Travel Warning requires this form and in most cases review by the UA International Travel Safety Oversight Committee (ITSOC) and the Provost. This includes, but is not limited to travel for: conferences, research, sabbatical, institutional partnership collaboration and development.

The purpose of this form is to provide a framework for travelers, ITSOC, and the Provost to consider the health and safety aspects of University travel to countries that have been identified with higher health, safety, and security risks. For International Field Trips leading student groups, complete the Supplemental Travel Authorization Form: Field Trips.

### Process:

1. Obtain information about the area to which you are traveling.
  - a. Review the U.S. Department of State [Travel Warning](#).
  - b. Consult the [Center for Disease Control Travelers' Health](#) and the [UA Campus Health Travel Clinic](#).
  - c. Determine if your travel to the area is essential.
  - d. Determine how to address the health, safety, and security issues.
2. Register the trip in the [University International Travel Registry](#) and submit the Travel Questionnaire.
3. Complete this form and, if applicable allow each participant to review the information provided on this form. Attach any additional information to facilitate review.
4. Obtain all of the necessary signatures of supervisors and travelers.
  - a. If multiple travelers are unable to sign a single page, attach separate pages with travelers' signatures.
  - b. Department Heads or Directors should obtain a Dean's signature. Deans will obtain the Provost's signature and approval after ITSOC review, unless travel is to an area in Mexico not requiring ITSOC review.
5. Submit this completed form along with the Travel Authorization Form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402.
6. If necessary, address any Export Control licensing authorizations or Defense Base Act (DBA) Insurance requirements. Based on your responses to the Travel Questionnaire, you will be contacted if these are required.
7. Prior to departure verify the approval of your travel and complete all of the steps on page two.

Per [University International Travel policy](#), official travel to countries with Travel Warnings is reviewed by the ITSOC. Recommendations are made to the Provost, who provides the final approval for all University travel to countries with Travel Warnings. Travel to Mexico is unique. Consult the [UA International Travel Website](#) and [International Risk Analyst](#) for further information.

The ITSOC and Provost review and approval process may take several weeks. It is recommended that you obtain approval prior to purchasing airline tickets, with at least 30 days to the anticipated departure. If less than 30 days remain before departure, email immediately the International Risk Analyst, [Laura Provencher](#) for assistance. Please note: The University cannot guarantee pre-departure approval decisions for late requests. This may result in denied applications and/or delayed departures. Any travel without prior approval is considered unauthorized University travel and may not be reimbursed.

For repeated travel to the same area that includes the same considerations:

1. Complete this form. Indicate that the travel will be repeated and request preauthorization. Preauthorization extends only to the travelers and information included on this form, for the specified duration.
2. For each future preauthorized trip, the lead or individual traveler completes and submits the Supplemental Travel Authorization Form: Preauthorized Travel with the Travel Authorization.

## TRAVEL CHECKLIST

The (lead) traveler will be responsible for ensuring that all of the following necessary steps are taken for each participant prior to each trip:

### One month to departure:

- Each University traveler is at least 18 years old, has read the risk notification statement, and signed this petition.
- Each traveler is registered in the University International Travel Registry.
- Export control licensing and DBA insurance requirements are addressed, if necessary.
- Each traveler has submitted a Travel Authorization.
- Each traveler is registered in [U.S. Dept. of State Smart Traveler Enrollment Program](#)
  - All possible health considerations (allergies and medical conditions) are addressed for each traveler, guided by:
    - o [CDC Travelers' Health](#) site
    - o [UA Campus Health Travel and Immunization Clinic](#), or an outside Travel Health Clinic and/or personal physician if necessary/recommended.
    - o Necessary vaccinations or medications are obtained.
- There are no restrictions on travelers' personal medications. *Recommended: Bring an extra 2-3 day supply, in case of travel complications and translate medications into the appropriate language.*
- Each traveler is insured for travel outside the United States. *U.S. health insurance policies do not generally cover international travel. Please contact Risk Management with any questions regarding coverage.*
- An emergency medical and safety plan is created. This includes an agreed upon meeting point and/or communication plan in case members of the group become separated from each other during an emergency.
- Each traveler has a valid passport that remains valid for at least 6 months after the planned return date. There are no stamps in passports that may present problems for this trip.
- Each traveler has a visa, if needed.

### Week of departure:

- The safety and security of the area has been reevaluated and determined to be stable for travel. The U.S. State Department [Travel Warning and Alerts](#) were reviewed for this area.
- The lead traveler has emergency contact information for each traveler.
- All travelers know emergency procedures.
- Access to emergency cash without ATM or credit cards.
- Copies of the first page of each travelers' passport and insurance card is made and will be carried separately from passports, with copies left with the department/unit or International Risk Analyst.
- The itinerary is confirmed to ensure that all road travel will occur during daylight hours, with sufficient time even if meetings or events are delayed, unless otherwise specifically advised.
- Travelers have customs letters or export licenses, if required.
- Medications are in original containers and carried in carry-on luggage.



### Supplemental Travel Authorization Form

Destination(s) \_\_\_\_\_ Travel Dates \_\_\_\_\_

(LEAD) Traveler's Name \_\_\_\_\_ Dept. & Position \_\_\_\_\_

Travel Authorization Number \_\_\_\_\_ UA Intl Travel Registry Number \_\_\_\_\_

U.S Emergency Contact Information \_\_\_\_\_ Abroad Contact Information \_\_\_\_\_

In addition to this form, travel to countries with a Travel Warning requires the following for each traveler:

- [University International Travel Registration](#)
- [Travel Authorization Form](#)
- [Registration with U.S. Department of State \(STEP\)](#)
- [Assumption of Risk and Release Forms](#) \*

*\*For each student and/or volunteer. Students and volunteers under the age of 18 are prohibited from participating in university travel to countries with a Travel Warning.*

**Any trips deviating from the locations on this form are not included in approval and are at the traveler(s)' own risk. All potential travelers must be included on petitions for preauthorization.**

Please attach any further information that is helpful in reviewing this trip.

1. Will this travel be regular and/or repeated? YES NO

If yes, you may petition for authorization of repeated travel. This precludes further ITSOC review of this specific travel, unless conditions within the country or area change. Any changes to the travel itinerary, participants, or conditions will require additional ITSOC review and approval.

Is this a petition for preauthorization of travel? YES NO

b. Please indicate the dates of anticipated travel or explain the repeated nature of this travel.

c. How will you monitor this area to ensure that any new safety considerations are recognized and addressed for each trip?

- |   |  |
|---|--|
| Review local news in destination area           | Local contacts                         |
| Review U.S. State Dept. warnings and alerts     | Contact embassy/consulates in the area |
| Contact the country's embassy/consulate in U.S. | Other:                                 |



**RISK NOTIFICATION STATEMENT**

International travel involves risks that are often beyond the control of the traveler or UA. Each traveler must review the following statements and sign below:

- In the event of an emergency, the UA may require travelers to temporarily suspend operations, re-locate, or return to the U.S. until it is safe to return to the area.
- The U.S. Embassy nearest your destination may temporarily close or suspend public services for security reasons, and may be limited in their ability to provide emergency assistance.
- If there is a need to evacuate the country, flights may be suspended and other emergency evacuation or shelter in place options may be limited or non-existent.
- Access to hospitals, emergency medical care, and medications may be limited or non-existent.
- Should you experience difficulties, the University of Arizona, associated insurance companies, and emergency service providers may not be able to provide emergency assistance to you.
- Travel to an area with a Travel Warning has inherent risks which may include exposure to natural disaster, illness, disease, terrorism, kidnapping, crime, civil unrest, and violence resulting in physical and/or mental injury or death. These risks can never be completely eliminated.
- There may be additional health, safety, and security factors that are not known and have not been brought to your attention by the University of Arizona.
- UA faculty, staff, and students cannot be required to travel to a country with a Travel Warning. Traveler(s) confirm that all proposed travel and participation is voluntary. All travelers are at least 18 years old.

**If traveling in a group, each member of the group must complete the sections below. Include additional copies of this page as necessary for additional travelers.**

Traveler \_\_\_\_\_  
 Travel Authorization Number \_\_\_\_\_  
 U.S Emergency Contact \_\_\_\_\_  
 Include name and contact information.

Dept. & Position \_\_\_\_\_  
 UA Intl Travel Registry Number \_\_\_\_\_  
 Abroad Contact Information \_\_\_\_\_  
 How should you be contacted while abroad?

*I verify that I have registered this trip in the University International Travel Registry\* and read the Supplemental Travel Authorization Form, including the Risk Notification Statement. I also verify that I have informed the group leader of any pertinent information that may impact the health, safety, and security of this group. \*Inquire about procedures for Undergraduates and Volunteers.*

Traveler Signature: \_\_\_\_\_ Date \_\_\_\_\_

Traveler \_\_\_\_\_  
 Travel Authorization Number \_\_\_\_\_  
 U.S Emergency Contact \_\_\_\_\_  
 Include name and contact information.

Dept. & Position \_\_\_\_\_  
 UA Intl Travel Registry Number \_\_\_\_\_  
 Abroad Contact Information \_\_\_\_\_  
 How should you be contacted while abroad?

*I verify that I have registered this trip in the University International Travel Registry\* and read the Supplemental Travel Authorization Form, including the Risk Notification Statement. I also verify that I have informed the group leader of any pertinent information that may impact the health, safety, and security of this group. \*Inquire about procedures for Undergraduates and Volunteers.*

Traveler Signature: \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED SIGNATURES**

UA faculty, staff, and students **cannot** be required to travel to a country with a Travel Warning. The traveler and supervisor confirms that the proposed travel and/or program participation is voluntary, all travelers are at least 18 years old, and that they understand the risks described herein and elsewhere. Furthermore the lead traveler takes full responsibility to ensure that all of the travel safety and health concerns have been addressed prior to departure.

*Each signature verifies that person is familiar and recognizes the dangers inherent with this proposed travel and activity. I concur with the information and justification provided on this form.*

(LEAD) Traveler Signature: \_\_\_\_\_ Date \_\_\_\_\_

*For **student** travel, while it cannot be required for students to travel to a country with a Travel Warning, I agree that this travel is essential to accomplishing the academic and research goals of the student traveler(s).*

Faculty Advisor Approval \_\_\_\_\_

Faculty Advisor Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

*I understand the risks associated with this travel to a country with a Travel Warning and concur that the (LEAD) traveler has taken all the necessary and reasonable steps possible to ensure the health and safety of this trip.*

*Please note: The traveler cannot sign approval for his or her own travel.*

Department Head/Dean Approval \_\_\_\_\_

Department Head/Dean Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Submit this form along with the Travel Authorization Form(s) to: FSO-Operations, Travel Office, PO BOX 210158, USB 402

Please allow no fewer than 30 days for the review and approval process. If less than 30 days remain before departure, email completed forms immediately to the International Risk Analyst, [Laura Provencher](#).

The University cannot guarantee pre-departure approval decisions for late requests. This may result in denied applications and and/or delayed departures. Any travel without necessary approval is unauthorized as University travel.