



# International Travel Registration

(UND-Affiliated Travel Only)

Form must be completed, signed via DocuSign or in person, and submitted by email to the UND Office of Safety at [UND.safety@UND.edu](mailto:UND.safety@UND.edu) and [tearnie.braaten@und.edu](mailto:tearnie.braaten@und.edu) **at least three weeks prior to travel.**

*EERC affiliated staff are exempt from this form and are required to work with the EERC travel process.*

## Contact Information – ALL Fields must be complete

<b>Name (First and Last)</b>	
<b>UND Affiliation</b> (faculty, staff, student, etc.)	
<b>UND ID #</b>	
<b>Department/College</b> (do not abbreviate)	
<b>Supervisor contact</b>	Name: Email: Phone:
<b>Email where we can reach you</b> while you are abroad	
<b>Phone where we can contact you</b> while you are abroad	
<b>U.S-based emergency contact information (personal contact)</b> if we cannot contact you while abroad	Name: Email: Phone:
<b>Destination (City and Country)</b>	
<b>Current <a href="#">Department of State Advisory Level</a></b> (at the date of form completion)	Indicate current Level:      1            2            3            4
<b>Date</b> of form completion	
<b>Dates of Travel</b>  Note: Personal travel dates included with UND-affiliated travel will <u>not</u> be covered by either UND or workers' compensation.	Date Departing the U.S.: _____ Date Arrival in Destination Country/Territory: _____ Date Departing Country/Territory: _____ Date Arrival back in the U.S.: _____ List specific personal travel dates (if any): _____

## Important Travel Reimbursement Information

Approval for international travel from the Office of Safety must be included with any reimbursement requests to UND Procurement & Payment Services.

In relation to travel involving individuals from the university, circumstances may arise where disruptions occur to the travel plans. Prior to departure, please discuss with your supervisor what may or may not qualify for reimbursement.

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Individual Travel (Complete Sections #1, 3, 4, 5)

Group Travel (Complete Section #2, 3, 4, 5)

1. Individual Travel	
<p><b>Faculty Travel Purpose</b>  <u>Study Abroad director/co-director</u>            please contact UND Study Abroad –  <b>No need to submit this form.</b></p>	<p>Research                      Conference/Presentation                      Teaching</p> <p>Other (Please explain) _____            _____</p>
<p><b>Staff Travel Purpose</b>  <u>Study Abroad director/co-director</u>            please contact UND Study Abroad –  <b>No need to submit this form.</b></p>	<p>Conference/Presentation</p> <p>Other (Please explain) _____            _____</p> <p><i>EERC affiliated staff do not need to submit this form and are required to follow EERC travel process.</i></p>
<p><b>Student Travel Purpose</b>  <u>Study Abroad</u> – please contact UND            Study Abroad—  <b>No need to submit this form</b></p> <p><b>Please share any additional            information needed to support your            travel request:</b></p>	<p>Undergrad                      OR                      Grad</p> <p><b>Choose one of the following purposes:</b></p> <p>Class                              Research                              Conference</p> <p>Other (Please explain): _____</p>

2. Group Travel	
<p><b>Faculty-Directed            Study Abroad</b></p>	<p><u>Contact UND Study Abroad</u> to complete proper applications, approvals, etc.  <b>No Need to submit this form.</b></p>
<p><b>Student Organization</b></p>	<p><b>Explain purpose of travel:</b></p>
<p><b>Academic Program Related</b></p>	<p><b>Explain purpose of travel:</b></p>
<p><b>Group travel must also download and complete the <a href="#">Student Trip Form</a>            and <i>attach to this registration submission.</i></b></p>	

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### 3. Travel Advisory Information

Please provide information regarding the following:

<p><b>Details about the geographic environment</b> of the destination and its relationship to security issues.</p>	
<p><b>Information about the travel advisories and/or warnings</b> of other countries around the destination under the U.S. Department of State's Travel Advisory <i>at the time of completing this form.</i></p>	
<p><b>Review and include ALL CDC Travel Notices</b> for the intended destination <i>at the time of completing this form.</i></p>	
<p><b>Describe in detail:</b></p> <ol style="list-style-type: none"> <li>1. The local support structure on site</li> <li>2. And preparation you will receive for security-related issues (with <i>detailed</i> examples).</li> </ol>	

### 4. Traveler Acknowledgements

Anyone traveling internationally or outside the continental U.S., including U.S. territories, regardless of Department of State advisory level, is recommended to fill out the UND Check-in feature on the [SafeCampus App](#). This allows UND to contact individuals with a notification push to contact UND in the event of an emergency, i.e. family, terrorist, earthquake.

**I acknowledge that I have reviewed the option of the [SafeCampus App](#) the UND Check In feature.**

All travelers, including international and domestic (including U.S. territories) should review the [additional travel insurance options](#) (as applicable). For questions regarding workers compensation coverage, contact the Office of Safety. Students should contact UND Study Abroad for [additional travel insurance information](#).

**I acknowledge that I have reviewed the additional travel insurance options.**

\_\_\_\_\_

Date

\_\_\_\_\_

Traveler's Signature

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## 5. Approving Signatures (required for Levels 3 and 4 only)

Your signature indicates your approval for the individual or group of individuals to travel abroad through your department/college. It is the responsibility of each approver to verify and confirm the [Department of State Travel Advisory Level](#) of the destination country as of the date of signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Chair

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Provost

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