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Announcements

Study Abroad Walk-in Hours
4:00pm - 5:00pm, Mon-Fri. Stop by Chapman 245 and have your Study Abroad questions answered!

International Travel Registration

All faculty and staff traveling abroad are required to register their trip in the Smart Traveler Enrollment Program (STEP) and through Terra Dotta. Each item below must be completed prior to Risk Management's review.

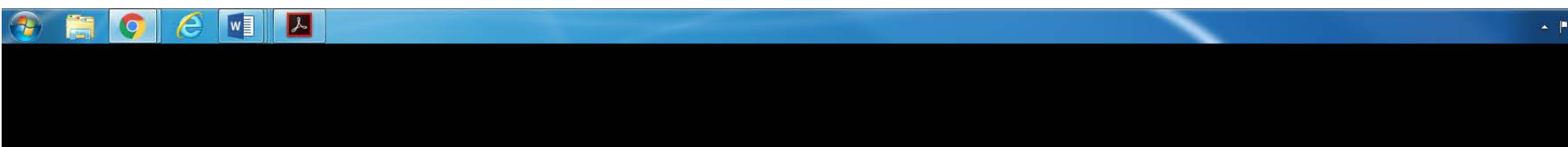
- Travel Details
- Emergency Contact Information
- Contact Information Abroad
- Air Transportation
- Ground Transportation
- Comments

REGISTER YOUR TRIP HERE

NOTES:

- You will first be prompted to complete your itinerary, then select 'Apply.'
- Once completed, you will be redirected to your 'Application Page' and prompted to complete the items listed above. Please note, you must select 'Submit' after each item.

You will be notified via email if your trip is approved. Please allow five business days for review. Any questions or concerns should be directed to the Office of Risk Management at 999-8919 or riskmanagement@trinity.edu.



Your Home Page : Available Program Terms

To create your application, build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button.. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

Arrival Date: 06/25/2018

Departure Date: 07/02/2018

Location: Find location: paris

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above: Search

- Paris, France (Europe)

Add to Itinerary

To create your application, build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to Itinerary' button.

Current Itinerary:

✖ Paris, France From: 06/25/2018 To: 07/02/2018

Arrival Date:

Departure Date:

Location: Find location:

- Aachen, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, United Kingdom (Europe)
- Abo, Finland (Europe)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Oceania)
- Aegina, Greece (Europe)
- Agen, France (Europe)
- Agra, India (Asia)

Add to Itinerary

Apply Cancel

Program Application Page (Pre-Decision)

This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete



Alexa M. Johnston

Program: * International Travel Registration

Dates: 06/25/2018 - 07/02/2018

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Paris, France (Europe)  

Start Date: 06/25/2018
End Date: 07/02/2018

[add new itinerary record](#)

Attached Documents

The following files have been attached to your application. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

No file chosen

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Application Instructions

Thank you for your travel request submission.

Your travel information is currently under review by the Office of Risk Management and Insurance. If one or more of your destinations fall under a U.S. Department of State travel advisory, evacuation order or an OFAC sanction, committee approval is required. Below are some helpful links to prepare for your trip.

- [Smart Traveler Enrollment Program \(STEP\)](#)
- [Europ Assistance](#)
- [TU International Travel Policy](#)
- [International Travel Insurance Coverage](#)

The Travel Details questionnaire below must be marked as RECEIVED before your international Travel Registration will be reviewed by Risk Management. Please complete it as soon as possible so your international travel can be reviewed.

You will be notified via email if your travel is approved.

If you have any questions, please contact the Office of Risk Management and Insurance at 999-8919 or riskmanagement@trinity.edu.

Sincerely,
Risk Management Staff

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

title	Received
Travel Details	<input type="checkbox"/>

5. Will you be traveling with any colleagues or family members? (*)

If yes, please provide the names and relationships of those traveling with you.

Please select one ▾

6. Will you be traveling with any students? (*)

If Yes, please provide the exact names and TU IDs of the students and the purpose of their travel.
(research, course credit, etc.)

Please select one ▾

7. Emergency Contact Name (*)

8. Emergency Contact Number (*)

If in a foreign country, please add the Country Code.

9. Emergency Contact Email (*)

10. Comments (*)

4000 characters left

You may enter information on this form and use the **Save** button to keep your information. If you are ready to submit it, **Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

Save Submit Cancel