

COMPLYING WITH USF POLICY #10-507

Detailed instructions, explanations and help for Business Travel and Student Related Travel is here: www.usf.edu/world/for-global-travelers/

QUESTIONS: globaltravel@usf.edu

TIPS FOR AN ACCURATE TRAVEL REQUEST (TR) IN ARCHIVUM

1. Travel Requests should be **authorized** at least 4-6 weeks before departure: *Add additional time if a visa is required; shorter timelines can be accommodated if absolutely necessary.*
2. If the trip dates change, cancel the TR and create a new one with the correct dates: *Insurance, emergency notifications and travel tracking are tied to the **travel dates** listed in the TR.*
3. If traveling to more than one location, include each travel leg with correct dates for each location. Do not overlap dates: *Insurance, emergency notifications and travel tracking are tied to the **locations** in the TR. If a city name is not available in the location field (only displays “other”), contact Travel at travelhelp@usf.edu prior to creating the TR to see if it can be added to the system. If it cannot be added, then include the city name in the description field.*
4. Use the “description” box to provide key information about the travel: Include an accurate, general description of the trip activities. Include partners or institutions. Include city names not available from the drop-down menu. **For example:** Traveler plans to meet with Dr. Andres Landes at Pontifical University in Almora, Spain, about a collaborative research project: *We can better respond to an emergency when we know the activities and who the partners/collaborators are; This is especially important for countries deemed “Sensitive” by the U.S. State Department.*
5. Complete the emergency contact information fields within the TR: *In an emergency, we need this information to be able to reach out and support the traveler: To add it go to my.usf.edu > Business Systems > Archivum > Travel > Travel Requests > Look up TR by # > Click Icon under “Contact Info” > **then Scroll Down** (The fields do not pop-up) > Then Enter and Save the Information.*

TIPS FOR REGISTERING STUDENT-RELATED INTERNATIONAL TRAVEL WITH USF WORLD

There are separate processes for [USF-sponsored Education Abroad Programs](#) and for [USF Health Students](#) (see below).

1. Make it a practice to never authorize a student’s Travel Request until you have verified that the student has completed registration with USF World. You can email globaltravel@usf.edu to verify the student’s registration.
2. Even if the student is returning to their country of origin (or “home”), they must register with USF World if the travel includes a student related activity in support of their educational career at USF. Even “at home abroad,” the University has a duty of care that applies to all students traveling for purposes that are connected to their status as USF students.
3. Use the [OneStep Conference & Express Registration](#) for Independent Student Travel to a [Level 1 or Level 2](#) location for conferences and for research activities at a location familiar to the student.
4. Use the [Independent Student Travel Registration Application](#) for Independent Student Travel for purposes other than conference participation, to locations that are unfamiliar to the student, and all [Level 3 or Level 4](#) locations.
5. If an Employee leads a group of students on an international activity, the leader must complete a [Group Student Travel Registration Application](#): USF World will create mini-applications for all student travelers; Student Organizations must also follow this process; Leaders must be current with Title IX, Clery Act and USF World Security trainings and will be asked to complete a contact information questionnaire.

TIPS FOR REGISTERING STUDENT-RELATED INTERNATIONAL TRAVEL WITH USF HEALTH

Health student travelers are required to obtain written approval for travel.

- 1.** *Individual Travelers* - students traveling on any individual experience, regardless if it is credit-bearing or non-credit bearing, are required to receive written approval for travel by completing the [USF Health - Individual Travel Approval Form](#).
Group Travelers - students traveling on a faculty-led study abroad program (including student organizations) will require approval for participation by the faculty/program leader
- 2.** USF Health students must complete an online Student Traveler Application to register for travel and the university's required travel medical and evacuation insurance:
Individual Travelers - complete the student Independent Traveler- USF Health application
Group Travelers - contact your faculty/program leader to receive your unique, online group program registration link.

Note: Travel to a high-risk travel destination (all [Level 3](#) or [Level 4](#) locations) will require a petition and thorough review and approval by the USF World Global Risk Assessment Committee (GRAC). High risk applications must be received a minimum of 60 days prior to Travel Application due
- 3.** Students traveling abroad are also required to complete an online, CANVAS USF Health Student Pre-departure Orientation course. Students will be enrolled in the CANVAS course 5 -10 business days upon initiating a travel application.
- 4.** Please remember that all faculty and program leaders traveling with students must be current with Title IX, Clery Act and USF World International Risk Security trainings and will be asked to complete a contact questionnaire.

QUICK ACCESS TO TRAVEL RESOURCES

USF WORLD

Pocket Manuals, Field books, Websites, Title IX Fliers and more can be found here:

www.usf.edu/world/for-global-travelers/online-resources.aspx

Travel Insurance and downloadable documents can be found here:

www.usf.edu/world/for-global-travelers/travel-insurance.aspx

Click on *Specific Coverage and Policy Information for FAQs*,
Generic ID Card, *Claim Form and More!*

USF HEALTH

USF Health Travel Resources

health.usf.edu/international/travel-resources

USF Health Pre-Departure Information Guide

health.usf.edu/international/~/

media/68D8502575B046AE8E69A738F240425C.ashx

USF Health Business Travel Insurance Registration, FAQs, General ID Card, Claim Form & more

health.usf.edu/international/travel-business

AAMC Guidelines for Students Traveling Abroad- *for students doing clinical work*

health.usf.edu/international/~/media/

F4884ED8FC69491FA1ED93BBC307F566.ashx