

## **International Travel Registration Frequently Asked Questions**

Related Policy – [International Travel Policy](#)

### **Who is required to register their travel?**

All faculty and staff and graduate students proposing to undertake University authorized and/or facilitated international travel must register their travel as per the requirements set forth in the International Travel Policy. This does not include faculty and staff traveling for study abroad purposes.

### **What is meant by “*University authorized and/or facilitated international travel*”?**

If you are attending or participating in international conferences, international research, teaching, administrative travel, and/or any other international travel organized or funded by a University academic department or administrative unit, then you must register.

### **What if my travel is unrelated to my work for the University? Do I still need to register?**

If you are traveling abroad for the purposes of vacation, pleasure, study, or work outside the scope of University employment or programs, you do not need to register your travel.

### **Where do I register my travel?**

The BSU International Travel Registration website address is <https://bsu-travel.terradotta.com/>

### **Why does the University require this information for international travel?**

The information obtained via the registration process assists the Office of Risk Management and the Office of Research Integrity in providing support and resources to Ball State travelers abroad and is utilized by the International Travel Oversight Committee (ITOC) to review and approve requests for travel to Level 3 destinations.

### **In what situations will I be contacted while traveling?**

University initiated contact will be in response or anticipation of major emergency events in relevant locations. A benefit to registering travel is that faculty and staff will receive assistance in the event of a crisis.

### **What information do I need in order to register?**

- As a first step in planning travel abroad, check the *Travel Advisories* for your intended destination on the [U.S. Department of State](#) website. Registration requirements will differ depending on the “Level” assigned by the U.S. Department of State.
- You will need to enter your destination (city and country), dates of travel, lodging, flight accommodations, and your BSU Travel Authorization (TA #) number on the questionnaire provided.
- If requesting travel to a Level 3 destination, a detailed daily itinerary is also needed.
- If you are unable to complete the application, you may save your work and return later to finish and submit. When you return to the site to *add, edit or delete* information, locate your application on your "Applicant Home" page (See Home button, top left). **Do not start over**, as this will create a duplicate application.

### **Does the University permit travel to countries where heightened safety and security risks are known to be present?**

Ball State will not authorize employees to travel to countries at a Level 4. A Level 4 is the highest advisory level due to greater likelihood of life-threatening risks. Employees who wish to travel to countries at Level 3 (or to countries at Level 2 with Level 3 locations and areas within) must submit the request as “Level 3 travel.” Requests for travel will be reviewed by members of the Ball State [International Travel Oversight Committee](#) to determine if university authorized and/or facilitated travel is permitted. Employees going to Level 1 countries or to Level 2 countries (without Level 3 areas within the country) should select the “Level 1 and Level 2” option when registering.

### **Once registered, am I approved to travel?**

Registration serves only as an acknowledgement that the Office of Risk Management and the Office of Research Integrity has received your information. It is not an endorsement of the travel plans nor does it constitute approval of funding.

### **Do I need to register travel to Canada?**

Yes, travel to any country or territory outside the continental U.S. is considered international travel. Canada is outside the US and therefore an international location.

### **How soon do I need to register?**

As soon as possible, or in the case of Level 3 travel, at least 45 days prior to departure.

### **Why should I register?**

International Travel Registration ensures compliance with University policy, enables rapid location and communication in an emergency, and provides enough information for a preliminary export control and customs review.

### **Am I required to purchase health and accident insurance while traveling abroad?**

No. You will be automatically enrolled in the University's Business Travel Accident Plan with AIG Travel Guard upon completion of the registration process.

### **How does AIG Travel Guard protect me while I am abroad?**

AIG Travel Guard is a comprehensive Travel Assistance Services program providing 24/7 emergency medical and concierge assistance services when you are traveling abroad. The program also provides Medical Evacuation & Repatriation Services, Medical Assistance Services, Security & Political Evacuation Services, Destination Intelligence, and Concierge Assistance Services. These services are described more fully on the International Travel Registration website.

### **Next Steps**

- Print or screenshot a copy of the *Travel Guard ID Card* and/or download the [mobile app](#).
- Register in the U.S. Department of State [Smart Traveler Enrollment Program](#) as required by the International Travel Policy.
- In the case of Level 3 travel, await authorization from the International Travel Oversight Committee.

### **Whom should I contact if I have questions?**

Contact the Office of Risk Management by email at [orm@bsu.edu](mailto:orm@bsu.edu) or by telephone at 765-285-1110