

International Travel Registration Frequently Asked Questions

Related Policy – [International Travel Policy](#)

Who is required to register their travel?

All faculty, staff and graduate students proposing to undertake University authorized and/or facilitated international travel must register their travel in the Risk Management Database (Terra Dotta) as per the requirements set forth in the International Travel Policy. This does not include faculty and staff traveling for study abroad purposes which is managed separately through Rinker Center.

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. Travelers should consider the following: *“Would I be invited to participate in this international work/program if I were not a BSU faculty member/employee.”* If the answer is, no, then the international travel policy applies, the work is BSU-related.

Ball State University policies and procedures for international travel include:

- travel that requires approval through the travel system (Chrome River) and that is outside the US
- travel not funded by BSU, even if it is personally funded or funded by a sponsor, if the travel includes work related to employment, including research
- travel that includes vacation before and/or after undertaking work related to employment, including research
- travel on a Fulbright (or other fellowship) or sabbatical
- travel to serve in a role related to employment, even if unpaid
- travel during the summer when faculty are not under contract if travel includes work related to employment
- all categories of travel indicated in the [International Travel Policy](#)

What if my travel outside the U.S. is purely personal in nature? 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. Employees are required to keep updated information in Terra Dotta for both the physical location where they are staying and the phone numbers.

What information do I need in order to register?

As a first step in planning travel abroad, check the *Travel Advisory Level* for your intended destination on the [U.S. Department of State](https://www.state.gov) website. Four advisory levels are used to help U.S. citizens determine the level of precautions needed when traveling outside the country. The four advisory levels and their meanings are:

- Level 1 (Blue): Exercise Normal Precautions
 - Level 2 (Yellow): Exercise Increased Caution
 - Level 3 (Orange): Reconsider Travel
 - Level 4 (Red): Do Not Travel
- Registration requirements will differ depending on the travel advisory level assigned by the U.S. Department of State. Employees going to Level 1 (blue) countries or Level 2 (yellow) countries, without Level 3 areas within the country, should select the Level 1 and Level 2 option when registering.
 - You will need to enter your destination (city and country), dates of travel, lodging, flight accommodations, and your Chrome River Travel Authorization (TA #) number on the questionnaire provided.
 - If requesting travel to a Level 3 destination additional information must be provided:
 - Daily itinerary that includes physical address and phone number
 - STEP registration is complete (you will be requested to state this)
 - Details regarding the extent of your international travel experience
 - Details regarding why this travel would be considered essential, such as how the travel aligns with BSU mission and is a long-standing commitment to the region; how travel is required for promotion and tenure or other employment obligations
 - An extensive explanation of security assessment and plan. The AIG report for the region is available at the Terra Dotta site off of sidebar and is very helpful in getting to the level of detail needed as is the State Department website for the country in the Travel Advisory section

- Recent media reports on the region if available
- Emergency contact information including name, address, telephone number, email address and relation to traveler.
- 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 Level 3 or Level 4 risks are known to be present?

Ball State will not authorize employees to travel to countries at a Level 4. A Level 4 (red) advisory is the State Department's highest advisory level, usually reserved for war zones and countries experiencing a natural disaster or severe unrest. When a country is at Level 4, it is likely due to more significant risks to one's safety. There also may be a limited ability to assist U.S. citizens from U.S. government officials. There is no procedure for requesting travel to a Level 4 region. 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." Level 3, (orange), recommends reconsidering travel, unless it is essential. These requests will be reviewed by members of the Ball State [International Travel Oversight Committee](#) (ITOC) to determine if university authorized and/or facilitated travel is permitted. A recommendation is made by ITOC to the Provost for final the final decision.

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. The applicant may be asked to meet with ITOC members as part of the approval process so that questions regarding travel can be addressed with some efficiency.

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 *AXA Assistance USA* upon completion of the registration process.

How does AXA Assistance protect me while I am abroad?

AXA Assistance 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 *AXA Travel ID Card* and/or download the ***Travel EYE by AXA Partners*** mobile app from the App Store or Google Play.
- 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 or by telephone at 765-285-1110