



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 and 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

Name (First and Last)	
UND Affiliation (faculty, staff, student, etc.)	
UND ID #	
Department/College (do not abbreviate)	
Supervisor contact	Name: Email: Phone:
Email where we can reach you while you are abroad	
Phone where we can contact you while you are abroad	
U.S-based emergency contact information (personal contact) if we cannot contact you while abroad	Name: Email: Phone:
Destination (City and Country)	
Current Department of State Advisory Level (at the date of form completion)	Indicate current Level: 1 2 3 4
Date of form completion	
Dates of Travel 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	
Faculty Travel Purpose	Research Conference/Presentation Teaching Other (Please explain) _____ _____
Staff Travel Purpose	Conference/Presentation Other (Please explain) _____ _____ <i>EERC affiliated staff do not need to submit this form and are required to follow EERC travel process.</i>
Student Travel Purpose <u>Study Abroad</u> – please contact UND Study Abroad— No need to submit this form	Undergrad OR Grad Choose one of the following purposes: Class Research Conference Other (Please explain): _____
Please share any additional information needed to support your travel request:	

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

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3. Travel Advisory Information

Please provide information regarding the following:

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

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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