

# INTERNATIONAL TRAVEL REGISTRY FOR PROFESSIONALS (ITRP) FREQUENTLY ASKED QUESTIONS

Updated 11/2/16

Contact Nell Inselman at 472-9890 or nell@unl.edu

Expenses for an international trip may not be reimbursed if the traveler fails to comply with these ITRP policies.

## GENERAL

### (1) What is the International Travel Registry for Professionals (ITRP)?

The ITRP (“I trip”) is a process to enhance the safety of UNL faculty and staff when outside of the United States. This is similar in many respects to the MyWorld portal used to register all University-sponsored, for-credit and non-credit, international travel of UNL students. ITRP is a best practice that has been implemented at several of the Big Ten Universities.

### (2) Why have we implemented the ITRP?

To safeguard our professionals. It is crucial to know if our faculty or staff are traveling to or already in locales that can pose a risk to their wellbeing. Dangers, both natural and human-made, can arise without warning. When they do, UNL needs to be in a position to assist its faculty and staff either by modifying travel that has not yet commenced or by evacuating our personnel when already abroad. Current events remind us that even apparently safe places can quickly and unpredictably become dangerous. And let us not forget the possibility of an individual health emergency.

### (3) What do travelers need to do?

There are the two most important required steps to effect safeguarding our professionals.

1. All travel outside of the United States must be initiated by sending a completed paper travel authorization form to the CEHS Business Center before booking travel.
2. All international transportation including in country travel to be paid with UNL-administered funds must be arranged through our travel services provider, Travel & Transport, so that travel details are maintained and accessible in the event of an emergency.

International travelers will benefit from proactive assistance with their travel preparations via SAP, the University’s administrative software, including emails regarding how to check the safety of their trips. (See 11\* for examples of university-administered funds/travel.)

### (4) How are United States Territories handled? For example, is Puerto Rico domestic or international in ITRP?

U.S. Territories, such as Puerto Rico, are treated as domestic travel insofar as ITRP is concerned.

### (5) How many people are affected by this?

All UNL faculty and staff travelling internationally. International travel accounts for about 15% of all UNL travel. In other words, the 85% of travel that is domestic is unaffected by the ITRP.

### (6) Do I have to do this if my trip is being paid for by some entity other than UNL? Yes.

You must complete a paper travel authorization regardless of the type or source of funds used for the trip. UNL must know where you are in order to assist you in an emergency. Knowing your travel plans also allows UNL to contact you before departure if danger arises in

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your intended destination. While we would encourage the other entity to use Travel & Transport to book your flight (because of the automated link to UNL SAP), this is not required.

## **(7) What is the effective date of this process?**

ITRP was implemented on January 1, 2016.

## **(8) Who do I contact with questions about ITRP?**

Financial Services at 472-4400 or ttran26@unl.edu.

## **PERSONAL TRAVEL**

### **(9) Does ITRP apply to personal international travel?**

No.

### **(10) Does ITRP apply to family members travelling with the UNL faculty or staff member?**

No.

## **STUDENT-RELATED TRAVEL**

### **(11) What about students?**

UNL is just as concerned for the safety of our students. To comply with the Chancellor's Policy Memorandum 2013-10, the international travel of all UNL students, undergraduate and graduate/professional, must be registered in the MyWorld portal managed by the UNL Education Abroad Office:

- UNL students use MyWorld to apply to for-credit education abroad programs found in the program directory. This includes UNL faculty-led and exchange programs, as well as affiliated programs run by other institutions/organizations.
- A UNL student pursuing a for-credit education abroad experience not found in the MyWorld directory should complete an Unlisted Program application.
- University-sponsored non-credit travel\* must be registered using the International Travel Registry for Students (ITRS) within MyWorld.

\*University-sponsored non-credit travel includes, but is not limited to, any of the following:

- Formal, non-credit international travel by students organized and/or sponsored by UNL, a UNL unit, or a UNL faculty or staff member.
- International travel by an individual student supported wholly or in part by UNL funding in the form of a grant, scholarship, or assistantship (or any combination thereof), or while on UNL payroll.
- International travel by a student accompanying a UNL employee with a purpose that is relevant to the university's mission.

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- International performances or athletic competitions/training.
- International travel organized and/or sponsored by UNL Registered Student Organizations (RSOs).
- International travel by students to meetings of academic and professional associations, including conferences.

Students must register in the International Travel Registry for Students (ITRS) managed by the UNL Education Abroad Office, to obtain the mandatory student HTH Worldwide insurance coverage. The HTH Worldwide insurance coverage for students mirrors the faculty/staff GeoBlue insurance coverage. The Political Security and Natural Disaster Evacuation Services provided by risk consultant Drum Cussac are included in both policies. (**Note:** Individuals classified primarily as UNL undergraduate or graduate/professional students are *ineligible* for the faculty/staff GeoBlue insurance coverage. Obtaining the card on the GeoBlue website does not equate to having coverage).

In addition to insurance registration, the ITRS supports UNL's emergency response and data collection efforts.

If only one student is traveling, the student should initiate the ITRS registration process by clicking "Register Your Travel" and then "Apply Now." For groups of two or more students traveling together, the sponsoring UNL faculty/staff member may email a list of student names, NUIDs, and travel itinerary (dates and cities) to Education Abroad & Data Coordinator Seth Carreiro at seth.carreiro@unl.edu . Upon request, access will be granted to the sponsoring UNL faculty/staff member(s) to view the students' registration information.

Students should not register personal travel (any travel not meeting the definition of University-sponsored) in ITRS, unless it immediately precedes or follows university-sponsored international activities.

## **(12) What do full-time graduate students who are also employees of UNL have to do?**

That depends on the purpose of the trip. If the graduate student is required to travel as part of his/her responsibilities as an employee of UNL, then (a) below applies because it is a "business" trip. The coincidence of being an employee of UNL and traveling by choice does not constitute a "business" purpose to the trip. For example, a graduate student traveling to Europe to attend a professional conference *not required as a condition of employment* is not traveling for a business purpose, and (b) below applies.

**(a)** Full-time graduate students who are also employees of UNL traveling internationally in a capacity representing UNL for university business should complete a travel authorization, book their air travel including in country travel through Travel & Transport, and complete the Export Control Travel Checklist as needed. Graduate students in this category must also register in the International Travel Registry for Students (ITRS) managed by the UNL Education Abroad Office (please see above for more information on the ITRS).

**(b)** Graduate students, whether employees of UNL or not, traveling internationally by choice for a non-business purpose that meets the definition of "University-sponsored non-credit travel,"

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should complete a paper travel authorization and send the form to the CEHS Business Center. Booking all airfare including in country airfare through Travel & Transport will be required in CEHS if university funding is used to purchase the ticket or if traveling with a group. Contact the UNL coordinator of the travel opportunity (Nell Inselman) to determine whether booking through Travel & Transport is stipulated. Completing the Export Control Travel Checklist is also advised to preclude inadvertent violations. It may be found in NUgrant under the Export Control module (use your Domain login and password). Graduate students in this category must register in the International Travel Registry for Students (ITRS) managed by the UNL Education Abroad Office (please see above for more information on the ITRS).

	<b>a) Business Trip</b>	<b>b) Non-Business Trip</b>
<b>Nature of Student Travel</b>	Required as responsibility as an employee of UNL	By choice, but sponsored by UNL (in name or through funding, coordination, and/or advising)
<b>Electronic Travel Authorization</b>	Required	Required by CEHS
<b>Airfare through Travel &amp; Transport</b>	Required	May be required (ask coordinator of travel)
<b>Export Control Travel Checklist, as needed</b>	Required	Advised
<b>International Travel Registry for Students (ITRS)</b>	Required	Required
<b>HTH Worldwide insurance</b>	Required	Required
<b>GeoBlue insurance</b>	Ineligible*	Ineligible

\* Ineligible, unless traveler is a full-time employee, even though part-time student.

### **(13) What about faculty or staff travelling as part of international student activities?**

Faculty or staff traveling with students in support of for-credit UNL education abroad programs work closely with the UNL Education Abroad Office to coordinate the logistical, financial, and risk management components of the experience. Questions regarding how ITRP applies may be directed to the Education Abroad staff.

### **(14) What about retired or emeriti faculty traveling internationally?**

In general, ITRP does not apply to retired or emeriti faculty and these faculty members are not eligible for the benefits associated with ITRP. In instances where UNL is sponsoring the international travel of retired or emeriti faculty, they should coordinate the ITRP steps with the unit sponsoring the trip to be eligible for ITRP benefits. A paper travel authorization will be required. For Travel & Transport to accept the paper travel authorization, the unit should coordinate with UNL Travel Services at [travel@unl.edu](mailto:travel@unl.edu) or by phone at 402-472-2881. We also strongly recommend that retired or emeriti faculty traveling on academic/scholarly business to foreign countries seek advice from the UNL Export Control Office to determine if US Government sanctions in place for certain nations or the Department of Defense, Department of Commerce, or Treasury Department restrictions could place them personally in jeopardy.

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## MEDICAL & EVACUATION INSURANCE

### **(15) How do I register for the emergency medical & evacuation insurance?**

Go to the UNL travel web site [travel.unl.edu](http://travel.unl.edu). At the bottom of that page, under the heading, “Foreign Travel,” you will find a link to “Medical and Evacuation Insurance.” Click on that link and follow the instructions.

### **(16) Will emergency medical & evacuation insurance help with personal travel?**

No. The insurance contracted by UNL applies only to business travel. However, it is possible to obtain medical evacuation coverage for personal travel. Click [here](#) for more details.

### **(17) Do I register only once for the emergency medical & evacuation insurance?**

Yes. This changed effective February 1, 2016. You are issued an insurance identity card as proof that you are covered. The first time you register you will create your logon and password.

### **(18) Will this insurance still be valid if the traveler is otherwise out of compliance with ITRP?**

If the traveler has properly registered for evacuation insurance, s/he will still be covered even if not fully compliant with all aspects of the ITRP. Note, however, that being out of compliance means that the traveler will be personally responsible for all costs related to the travel, so compliance is in the traveler’s best interest.

### **(19) Who do I contact with questions about the emergency medical & evacuation insurance?**

There are FAQs regarding the insurance on the travel web site, [travel.unl.edu](http://travel.unl.edu). At the bottom of that page, under the heading, “Foreign Travel,” you will find a link to “Medical and Evacuation Insurance.” The FAQs are at the bottom of that page. If you still have questions, contact the Director of Risk Management & Insured Benefits, Gayle Schanou at 472-8641 or [gschanou2@unl.edu](mailto:gschanou2@unl.edu).

## SPECIFIC TRAVEL QUESTIONS

### **(20) I use paper travel authorizations. Why must I complete an electronic travel authorization?**

Unlike the paper form, the ETA automatically populates SAP with your travel information. This allows SAP to automatically send messages to you regarding emergency evacuation insurance, safety warnings, and export control.

### **(21) How do I complete a travel authorization form for CEHS?**

CEHS employees complete the Pre-trip Request for travel authorization Form. Have the form signed by the Department Chair and forward the signed form to the Business Center. It will

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be entered and a confirmation email will be sent to the traveler confirming the trip has been approved. The email will contain the trip number and the cost center number required by Travel and Transport to purchase international airfare charged directly to UNL.

## **(22) I prefer to book my international travel using online services rather than the UNL travel agency. May I continue doing so?**

No. A critical component of knowing where faculty and staff are is the “Who Is Where” report generated from SAP. That report is automatically populated by UNL’s travel agency, Travel & Transport. No other travel services provider is linked to SAP.

## **(23) Can I book my international travel online with Travel & Transport rather than over the phone?**

Unfortunately, no. The modifications that would be required to the Travel & Transport system to enable online reservations to automatically link to SAP are prohibitive relative to the number of travelers who typically book online. Presently, the great majority of international travelers book over the phone.

## **(24) I know there have been times that the airfare I have been quoted by UNL’s travel agency is higher than what I have been able to find myself either online or by using a foreign travel service. Shouldn’t we go with the lowest airfare?**

There may be instances in which a lower airfare can be obtained. However, no other travel agency is linked to SAP allowing UNL to know if a faculty or staff member is in an area in which danger has arisen. Further, Travel & Transport can rebook your flights for you while an online booking service, like Orbitz or Travelocity, cannot.

## **(25) Who pays for those times when the airfare is higher?**

Whoever is paying for the trip pays for the airfare. UNL believes that the benefit to knowing where its faculty and staff are in the event of an emergency outweighs those instances in which the cost of travel might be incrementally higher.

## **(26) What if I am dissatisfied with the service provided by Travel & Transport?**

You are urged to contact the Associate Vice Chancellor for University Services, Dr. Kim Phelps, at [kphelps1@unl.edu](mailto:kphelps1@unl.edu). He is responsible for the contract with T&T and is best positioned to assure that your concerns are addressed.

## **(27) Why does Travel & Transport require that I have my passport information at the time I make my reservation?**

Travel & Transport does not require that you have your passport information when you make your reservation. However, there are airlines that need this as part of the Advance Passenger Information System (APIS) Pre-Departure requirements. Some of the airlines requiring this information include:

Aer Lingus  
Air Portugal  
All Nippon Airways  
Asiana Airlines

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Eva Airways  
Iberian Airways  
Lufthansa Olympic  
Airlines Qatar  
Airways  
Scandinavian Airlines  
Turkish Airlines  
TACA Airlines

Click [here](#) for more information about APIS, which is also available at the U.S. Customs and Border Protection site, from the Department of Homeland security.

## **(28) I find fares for foreign air carriers that Travel & Transport does not have. What should I do in those situations?**

There are situations where T&T's international flight databank will not include certain fares from foreign air carriers, e.g., trips between two non-U.S. countries. In the event that a traveler has located a lower cost web fare on the foreign air carrier's website, s/he should request T&T's agent to (1) verify that this fare is not available in T&T's flight databank, and (2) make the reservation directly on the foreign air carrier's website. Allowing T&T to make this web fare purchase will assure that UNL can locate travelers throughout the segments of their trips.

## **(29) What if Travel & Transport cannot make the reservation with the foreign air carrier in the example above? May I make it myself?**

If T&T confirms that it is unable to make the reservation, be sure to obtain a record from T&T to that effect. With this documentation you will be able to make your own reservation and have your travel in compliance with the ITRP.

## **(30) If I believe that Travel & Transport is not applying the ITRP guidelines properly, who should I contact?**

You are urged to contact the Associate Vice Chancellor for University Services, Dr. Kim Phelps, at [kphelps1@unl.edu](mailto:kphelps1@unl.edu). He is responsible for the contract with T&T and is best positioned to assure that your concerns are addressed.

## **(31) Isn't it highly unlikely that someone will be harmed when traveling abroad?**

Fortunately, yes. However, even one instance in which UNL faculty or staff are needlessly exposed to danger is one too many.

## **NONCOMPLIANCE CONSEQUENCE**

### **(32) This sounds like a nuisance. What if I don't comply?**

Remember, compliance is just two easy steps: completing an electronic travel authorization and using UNL's travel agency. If you choose not to comply with these requirements, your travel expenditures will not be reimbursed by UNL. In a sense, you are being paid to comply.

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### **(33) Travel costs can be expensive. This consequence for noncompliance sounds overly harsh.**

The consequence is intended to have a deterrent effect on risky behavior. Your safety is of the utmost importance to UNL. Viewed in that context, the consequence is actually modest. Other universities that have implemented international travel registries have found this consequence effective. Their experience is that after a few instances of travel not being reimbursed, compliance is very good. Ultimately, it is the traveler who decides whether to pay for the trip.

### **(34) How will I know that my travel will not be reimbursed?**

The Business Manager for your College or unit will be notified by Financial Services after your travel voucher has been reviewed. S/he will notify you.

### **(35) My Travel Coordinator handles all of this for me. What if s/he makes a mistake such that my trip is not reimbursed? Will I be made to pay for the trip personally even if I did not make the mistake?**

Travelers are ultimately responsible for complying with these requirements. If the travel is noncompliant, it will not be reimbursed. There is a process to appeal this consequence should there be circumstances that merit consideration.

### **(36) How do I initiate the appeal process?**

If your travel reimbursement has been denied, you should contact the business manager of your college or unit. A determination can then be made whether to appeal. Should the decision be made to appeal the denial of reimbursement, the business manager should contact the Assistant Vice Chancellor for Financial Services, Marc Chauche, at [mchauche2@unl.edu](mailto:mchauche2@unl.edu). The appeal committee includes representatives from Academic Affairs, International Engagement, Travel Services, and Financial Services.

### **(37) If my trip is paid for by some other party than UNL, then there is no consequence for noncompliance?**

Noncompliance with two simple requirements designed to assure your safety when traveling abroad would be to willfully increase the risk of danger to yourself. Other consequences may be imposed by your Dean, Department Head, or Vice Chancellor. For example, the decision could be made to not approve future travel.

## EXPORT CONTROL

### **(38) What is Export Control?**

Related to international travel is export control, which consists of Federal laws that limit the transfer of information, technology, equipment or intellectual property to other nations. Travel to some nations poses a higher risk for export violations due to current sanctions, embargos or risk alerts (“red flag” nations).

### **(39) How do I comply with Export Control?**

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So long as you complete an electronic travel authorization and book your trip through the University's travel services provider, Travel & Transport, you will automatically receive an email from the NuGrant electronic system indicating whether or not you need to complete the Export Control International Travel Checklist. Only those traveling to "red flag" countries will receive the email indicating they must complete the checklist. All others will receive an informational email with helpful travel tips. SAP, the University's administrative software, will provide Research Compliance Services the ability to assure proactively that our faculty and staff do not inadvertently violate these laws.

## **(40) So I bring a high powered computer on my trip with files regarding my research with the military. As long as I keep it safe, what is the problem?**

The problem is that you would likely be violating Federal law. There is no guarantee that you can keep your computer and files safe at all times when abroad. A University of Tennessee professor who chose to ignore warnings regarding his activities abroad served four years in prison for violating export control laws. The university was not punished because of its good faith efforts to have the faculty member comply with the law.

## **(41) How many people are affected by export control?**

Only about 10% of international travel is to so-called "red flag" countries. This means that only about 1.5% of all travel requires export control. Furthermore, the vast majority of this percentage of travel does not involve bringing restricted technology or restricted intellectual property abroad, so there is typically no restriction on the meetings being conducted.

## **(42) Who do I contact with questions about Export Control?**

Research Compliance Services at 472-6929 or [exportcontrol@unl.edu](mailto:exportcontrol@unl.edu).