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**.

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.

   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 questionnaire.

QUICK ACCESS TO DOWNLOADABLE DOCUMENTS FOR ALL TRAVELERS

Pocket Manuals, Field books, Websites, Title IX Fliers and more can be found here:  
*https://www.usf.edu/world/travel/online-resources.aspx*

Travel Insurance and downloadable documents can be found here:  
*https://www.usf.edu/world/travel/travel-insurance.aspx*

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