

TTUHSC FOREIGN TRAVEL APPROVAL

TTUHSC Office of Global Health

September 2019

PURPOSE

The purpose of this document is to assist TTUHSC faculty & staff in navigating the foreign travel approval process.

If at any point you have questions about the approval process, please contact the Office of Global Health at globalhealth@ttuhsc.edu or by calling 806-743-2901.

PROCESS OVERVIEW

1

Complete Foreign Travel
Approval Form

2

Complete Travel Application

3

Complete Online Emergency &
Liability Forms (can be completed at the same time as steps 1 & 2)

STEP 1

Foreign Travel Approval Form

- All TTUHSC faculty/staff traveling abroad are required to obtain approval for foreign travel.
- The foreign travel approval form is routed through your department to the Office of the President.
- A copy must be submitted to the Travel Office when you process your travel application (before departure) and travel voucher (after return).
- You can obtain a copy through the online emergency & liability forms (see Step 3), on the OGH website under the sidebar link *Foreign Travel Faculty/Staff*, or by contacting OGH.

STEP 2

Travel Application

- A travel application must be completed prior to travel abroad.
- A link to the Travel System website has been provided below and is available on the OGH website.
- Upon conclusion of your travel abroad, a Travel Voucher must be completed.
 - HSC POLICY OP 79.06 states that "the travel voucher, worksheet, and supporting documentation are required to be submitted to the Travel Office in Lubbock within 30 days of the return date of the trip"

<https://www.fiscal.ttuhscc.edu/travel2/>

STEP 3

Emergency & Liability Forms

- All TTUHSC faculty/staff traveling abroad are required to complete a set of online emergency & liability forms.
- The purpose of the online forms is two-fold:
 - Provide information about your upcoming travel to the TTU System international health/medical evacuation insurance provider.
 - Collect information needed from participants of TTUHSC sponsored international programs for students.
- A link to the online forms is available on the OGH website under the sidebar link *Foreign Travel Faculty/Staff*.
- You may complete this step at the same time you're completing steps 1 & 2.

NOTES ABOUT STEP 3

- To access the forms, you must login using your eRaider ID and password.
 - When you complete the online emergency & liability forms, the system will create a “user profile”, retaining much of your information. When you login to complete the forms for additional trips in the future, you will simply need to update any information that has changed, including trips dates, contact information, etc.
- Depending on the nature of your travel, you will select from two options:
 - Faculty-led International Program For Students
 - For-credit experiences for students developed and lead by TTUHSC Faculty
 - All Other TTUHSC Travel
- If you have not received approval from the Office of the President for this trip (see Step 1), you may print a Foreign Travel/Pre-approval form from this webpage.
 - If the approval has already been obtained or you have downloaded a copy from the OGH website, you do not have to complete this step again.

NOTES ABOUT STEP 3 CONT.

- The forms will require that you upload a copy of your flight itinerary. For ease in completing the forms, you will want to have access to a copy.
 - **Please upload only 1 document per trip.**
 - If you are utilizing multiple airlines or have both international and domestic flights purchased separately, this may mean that you will have to consolidate your flight information by copying & pasting all legs of the trip into one document.
- If you are traveling with dependents (e.g., spouse, child, etc.) who are not TTUHSC employees, you must include their information as you complete the forms.
- Instructions for completing the forms are provided on the OGH website under the sidebar link *Foreign Travel Faculty/Staff*.

NOTES ABOUT STEP 3 CONT.

When you have completed the online forms, you **MUST** select the “Select To Complete Forms” button on the packet status page in order to submit the forms (see image below).

Foreign Travel Form(s)	Date Saved
Traveler Information Sheet (Form A)	12/7/2018
Dependent Information (Form B)	
Information Release and In Case of Emergency (ICE) (Form C)	Not Completed
Waivers and Department of State Registration (Form D)	Not Completed
Traveler Health/Emergency Treatment Authorization (Form E)	Not Completed
Request for Funding (Form F)	Not Completed

Packet Complete Date: Packet Not Completed

Select To Complete Forms View Traveler Information Sheet Foreign Travel / Pre-approval Form

You are required to affirm that the account you are currently signed into is your own and that this affirmation equates to a digital signature. The eRaider sign in that is required to access this application serves as your digital signature for affirmation purposes. This signature guideline is in compliance with the UETA Guidelines for the Management of Electronic Transactions and Signed Records. For more information please [click here](#).

NOTES ABOUT STEP 3 CONT.

- When the *Select to Complete Forms* button is selected, notification of completion of the forms is emailed to OGH and a copy of your flight itinerary is forwarded to On Call International. Expect to receive an email from On Call with important safety & security information for your destination.
- After selecting the *Select to Complete Forms* button, the forms will lock. This allows OGH to gather important information from the forms before travelers complete the forms for another trip. If you need to access the forms for a new trip and you find that they are locked, please contact OGH.

ADDITIONAL ITEMS

Set Up VPN to Access TTUHSC Email

- TTUHSC email is only available abroad through VPN.
- To set up VPN, please call IT or visit the IT Solution Center.
- Instructions are also available on the OGH website under the sidebar link *Foreign Travel Faculty/Staff*
- Please note: VPN must be set up prior to departing the U.S. and it must be set up on any device you may wish to use to check your TTUHSC email while abroad.
- If your eRaider password will expire prior to or during your travel abroad, you must update your password prior to departing the U.S. The VPN will then need to be re-established prior to departure using the new eRaider password.

ADDITIONAL ITEMS CONT.

International Health/Medical Evacuation Insurance

- TTUHSC provides international health/medical evacuation insurance for our faculty/staff at no cost. You will have access to a copy of the insurance card when you complete the online emergency & liability forms. Please save it, print it, and take it with you abroad.
- Our current international health/medical evacuation insurance provider is On Call International. On Call serves all our safety & security needs for faculty, staff, & students while abroad. **As such, they serve as the initial point of contact for faculty/staff/students if a safety, security, or medical emergency occurs while abroad.**

ADDITIONAL ITEMS CONT.

- On Call has provided several helpful tools to assist in our safety & security efforts:
 - **Orientation video:**
<https://www.youtube.com/watch?v=U78fadRLDeU&feature=youtu.be>
 - **Website:** <https://mysearchlightportal.com/>
 - TTUHSC group ID: 100098CPPD18
 - **Keynectup:** Enables travelers to easily store On Call's information to one's phone contacts for ease in contacting them while abroad if needed.
 - Instructions can be found at the following link:
https://mysearchlightportal.com/docs/keynectup-download-guide/ttus_keynectup_download_guide.pdf
- Please note: If you are traveling with dependents who are not TTUHSC employees and you wish to purchase insurance for them, please provide this information when you complete your online emergency & liability forms and e-mail OGH for the cost and payment method.
 - TTUHSC does not cover the cost of insurance for dependents.

ASSISTANCE

If you have questions or need assistance with the foreign travel approval process, please visit the OGH website for additional information. Information about faculty/staff foreign travel is under the sidebar link Foreign Travel Faculty/Staff.

You are also welcome to contact the Office of Global Health at 806-743-2901 or globalhealth@ttuhsc.edu.