

## Instructions for completing All Other TTUHSC Sponsored Travel forms

These forms were created so that you can begin working on them at any time during your trip preparation and return to them at any time to complete them as needed. Simply provide the information you have, save the forms (the Date Saved date on the packet status screen will update when saved), and log back in to complete them as needed. **Once completed, you MUST select the Select To Complete Forms button on the packet status screen (see image below).** When that has been done successfully the Packet Complete Date will populate.

- Using your eRaider ID & password, log in to the Faculty/Staff Emergency & Liability forms at the following link: <https://app4.ttuhs.edu/facultystaffelform/>
- Select *All Other TTUHSC Sponsored Travel*
- Select *Traveler Information Sheet (Form A)*
- Complete the Traveler Information section
  - Please designate if a dependent will travel with you
    - If yes, please see information below regarding dependents
- Complete the Trip Information section
- Provide additional trip information including:
  - Flight itinerary (must upload)
  - Funding/FOP information
  - Estimated cost
  - Purpose & Justification/Benefit
- Please note the section about travel that includes work in a clinical setting and contact OGH if applicable
  - Initial section after reading
- **Please note the section about insurance and print a copy of the TTUHSC insurance card to take with you abroad**
- Select *I Agree*
- Save form
- If needed, you can print a Foreign Travel/Pre-approval Form from this screen by selecting the *Foreign Travel/Pre-approval Form* button
  - If this step has already been completed, you **DO NOT** have to print and route again
- Return to Packet Status screen by selecting the *Return to Packet Status* button
- If traveling with dependents, see additional instructions below
- **Once completed with Form A and Form B if applicable, select the *Select To Complete Forms* button to submit your form (see image below)**
  - **This step must be completed in order for your information to forward to the Office of Global Health. When successfully completed, the Packet Complete Date will update with a date and time.**

Foreign Travel Form(s)	Date Saved
Traveler Information Sheet (Form A)	4/2/2019
Dependent Information (Form B)	

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Packet Complete Date	Packet Not Completed
<a href="#">Select To Complete Forms</a>	<a href="#">View Traveler Information Sheet</a> <a href="#">Foreign Travel / Pre-approval Form</a>

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](#).

**If traveling with dependents:**

- *Select Dependent Information (Form B)*
- *Select Add Dependent*
  - See note below if you've completed these forms for a previous trip
- Provide dependent information
  - Please select if you wish to include insurance for your dependent
    - If yes, please contact the Office of Global Health for information about purchasing insurance for your dependent. We will provide the amount and link for payment.
  - Please select that the dependent will be included on this trip
  - Select trip if applicable
- *Select Create Dependent Info*
  - NOTE: If you have used the online forms for a previous trip in which a dependent traveled with you, you will need to update which dependents will/will not be traveling with you for this current trip. Do so by selecting the *Select* link next to the dependent's name (listed in the dependent list) and selecting or deselecting the radial buttons for the following: *Include dependent insurance, Include dependent in current trip*. Select *Save Changes to Dependent Info*.