

Proxy Registration Questionnaire

(Required for Foreign Travel ~ ALL Questions must be Answered)

1.) **First & Last Name:**

2.) **Email:**

3.) **Employee ID number:**

4.) **UA Position:**

For the purposes of this travel, please indicate in what capacity the traveler will be traveling as (for example, "Professor, Anthropology", "Staff, Research Assistant, Hydrology")

5.) **Essential Travel for Travler**

Please briefly state why this travel is essential to your work and/or role at the University of Arizona and provide a brief description of the purpose of your travel and activities.

6.) **Extended Stay Contingency Plan**

Regardless of the likelihood, please briefly describe your contingency plan in the unlikely event that you are required or advised to remain abroad beyond your scheduled departure date/return to the U.S. **Include how you would obtain** housing, food, and access to medical care and logistical support if you were forced to extend your stay. Additionally, what will be your **funding source** should an extended stay be required or advised?

NOTE: This plan and additional costs should be reviewed by the department business office for budgetary oversight.

7.) **Optional Additional Information**

In the space below, please provide any further information about this travel you feel is relevant for its review, such as, but not limited to, language fluency or past experiences in the destination country or region. Notes about your registration and the information you will provide may also be included here.

8.) Primary Purpose Travel

Please select all applicable reasons for this travel. To select multiple items, hold down the Ctrl or Command key while clicking on the items you wish to select.

Administrative Collaboration	Consulting for Non-Uarizona Entity
Advisory Panel / Board Service	Delivering Course Instruction
Athletics	Guest Speaker
Attending / Presenting at Conference	Research: Archival
Clinical Rotation	Research: Collaboration
Research: Laboratory (Design, conduct, Reporting, Oversight)	Research: Field (Design, conduct, Reporting, Oversight)
Sabbatical	Visiting Scholar
Other	

9.) **"Other"** Primary Purpose of Travel (*)

If you selected "Other" for the question above, please elaborate below in the space provided. If you did not select **"Other"**, please input "N/A" below.

10.) Local Contacts (*)

Please provide the names and contact information of individuals on the ground at your destination(s) who would be able to assist you if needed. Local contacts should be individuals who reside in the location or are not part of your travel party. If none, type NA.

11.) Traveler International Living and Travel Experience (*)

Please describe the traveler's experience to this destination; If travelling to multiple countries for **official University travel** please select "The traveler is visiting multiple countries; experience in each is indicated in the next question".

The traveler is from this country and has lived there as an adult

The traveler has lived in this country previously for more than a year as an adult

The traveler has been to this country for work within the past ten years

The travler has limited or no previous travle experince to this country

The travler is visiting multiple countieres; experince in each is indicated in the next question

12.) Traveler Visiting Multiple Countries (*)

Is the traveler visiting multiple countries on this travel? If so, please select **"Yes"** below and **list all the countries that will be visited, indicating the traveler's level of experience in each location** using the possible answers provided in the previous question (e.g. "The traveler has traveled to this country within the past ten years", etc.). Layovers can be included (**labeled**) here as well to clarify your itinerary. If travelling to other countries for personal travel, please provide that information in the personal travel section.

For example:

Azerbaijan - I have limited or no previous travel experience to this country

Russia - I have lived in this country previously for more than a year as an adult

Turkey - I have traveled to this country for work within the past ten years

Lebanon - I am from this country and have lived there as an adult

Yes

No

13.) Traveler's Phone Contact When Abroad (*Read Instructions) (*)

Please read these instructions carefully as our Private Security Partner, Crisis24, will be unable to contact the traveler in an emergency if done incorrectly: Please only input the digits of the traveler's phone number - **DO NOT** include any special characters including spaces, dashes, parentheses, pluses, periods, etc,

Only include the relevant country code when inputting a non-U.S. number.

Notes about phone numbers should only be included in the Optional Information Additional Information Section. Provide only one direct phone number here

Examples:

US number (also some countries in the Americas): 5201112222 (**do not include a '1' before a US number**)

Non-US number (country code bolded and italicized, example is UK format): ***44*** 1122223333

In the space below, please provide the best phone number to reach the traveler while abroad in an emergency. **This number will *only* be used to reach the traveler in an emergency.**

14.) Traveler's Email Contact When Abroad (*)

UA International Travel will use the UA email address of the traveler to reach out to them in the event of an emergency and provide alerts relative to their location.

Please select "Yes" below if this is the best email to use. If it is not, please select "No" and provide the better email address to reach the traveler.

Yes

No

15.) Emergency Contact(s) (*)

Please indicate the name, phone number, email, and relationship to you, of someone whom International Travel can contact on your behalf in an emergency. This individual **should not be travelling with you.**

16.) Personal Travel (*)

Are any of the dates or locations included in this registration for personal travel? If so, please answer **YES** and provide the dates and location(s).

Guidance for this question: personal travel does not need to be included on the itinerary unless it occurs during official travel. If personal travel occurs during official travel, it should be noted here, if it is before or after it may still be noted here but not on the itinerary. You should also include personal travel in this section if it is to a high-risk location.

Yes

No

17.) Accompanied Travel (*)

Will you be traveling with anyone during this trip (including travelers who arrive or depart separately from you)?

If so;

1. Indicate who will be the **lead traveler**
2. List travelers with **UA affiliation** (e.g., undergraduate student, graduate student, professors, community members, DCC, etc.)
3. List travelers with **no UA affiliation** (e.g., family members, academic colleagues, etc.)

***Lead traveler should provide relevant trip information** to all UA-affiliated travelers for their registrations (if appropriate)

Yes

No

18.) Health & Safety Precautions (*)

Please choose the precautions to be taken (*hold the CTRL button to select multiple selections*):

Alter other travelers to medical concerns (including allergies)

In-country support & contacts

Provide Emergency Contact with number for Drim Cussac 24/7 Emergency Support +44 1202 937 401

Provide itinerary changes to Emergency Contact

Review recommended immunizations and medications at <http://wwwnc.cdc.gov/Travel>

Travel with number from Drum Cussac 24/7 Emergency Support +44 1202 937 401

Travel with Embassy/Consulate Emergency Number

Travel with a group

Travel with emergency cash

Review US DOS Travel Advise - <https://travel.state.gov/content/travel/en/international-travel.html>

Keep insurance carrier, Zurich Travel Assist's, Travel Assistance Card on-hand during travel

19.) Does the Traveler agree to the Risk Notification Statement? (*)

RISK NOTIFICATION STATEMENT

International travel involves risks that are often beyond the control of the traveler or UA. Each traveler is responsible for taking steps to determine the potential threats in their international destination(s) and taking steps to mitigate them. Travelers should consult the following recommended resources:

- U.S. Department of State Travel Advisory System
- Australian Smartraveler
- British Foreign Travel Advise
- Canadian Travel Advice
- Zurich Travel Assist (requires registering account)
- Crisis24 Horizon (Accessible with NetID)

UA Travelers may also contact UA International Travel with specific questions pertaining to travel security and best practices.

I understand I am responsible for determining risks in my destination(s) and mitigating those risks

20.) Immunizations (*)

I understand that travelers are expected to consult the CDC Travelers' Health website regarding required and recommended vaccinations and to check for any Health Notices or Alerts

If vaccinations are required or recommended, please note that many doctors' offices do not carry travel vaccines and therefore you will need to make a travel appointment with a travel health company to obtain travel vaccines. For your convenience, UA Campus Health Service has a travel clinic where you can obtain vaccines (routine and travel), travel prescriptions, and other travel advice (including all CDC recommendations) for your destination.

Pre-travel appointments are best completed a minimum of 2 weeks before travel. Book with a UA Campus Health Service nurse by calling 621-9202. **Note:** UA CHS travel appointments book up quickly so call for an appointment in advance. Bring your immunization records to your travel visit.

Yes, I understand

21.) Insurance Coverage (*)

UA international travelers are provided insurance coverage by the State. This insurance covers unforeseen medical care needs **ONLY**, and does not cover continuing care for existing conditions or routine appointments.

Travelers that anticipate the need for continuing medical care while abroad must make their own arrangements for coverage. UA insurance coverage is not applicable for independent travel.

****Designated Campus Colleagues (DCCs) travelers need to confirm insurance coverage.****

Below, please indicate below that the traveler has been or will be informed of their responsibility for determining and addressing any gaps in their insurance coverage while traveling abroad.

If you have additional questions please email UA International Travel.

The Traveler had been/will be notified of insurance coverage while abroad.

22.) Citizenship (*)

Please indicate the traveler's citizenship(s). If a dual citizen, please also note under which passport will be used.

23.) Immigration Information Proxy (*)

The traveler should verify the following:

The traveler's passport will be valid for the duration of your travel - many countries require travelers to enter with a passport that will be valid at least 6 months beyond their departure date.

The traveler's passport has enough pages remaining for entrance stamps and visas - failure to have enough blank pages in the traveler's passport can result in denied entry.

If the traveler will require a visa or other special permission for any countries they enter or exit (including the US) based on the following:

1. Citizenship
2. Country from which the traveler
3. Duration of stay
4. Type of activity (study, research, import or export activities, etc.)

Resources:

For U.S. passports: <https://travel.state.gov/content/travel.html>

UA Passport Office at the UA Global Center (615 N Park Ave #103) or see the Passport Office website for more information about U.S. passports and to apply for passport renewal if needed

For foreign immigration requirements <https://travel.state.gov/content/travel/en/consularnotification/ConsultNotificationandAccess.html>

The traveler will verify compliance with relevant immigration requirements for this trip.

24.) Department Head/Director/Dean Information (*)

Please provide the **name, title, and email** of the appropriate Department Head/Director/Dean, should additional approvals be required.

25.) Is the Traveler a Designated Campus Colleague (DCC)? (*)

If YES, please indicate the type of DCC.

DCC-Affiliates are not covered by the state insurance program and the affiliate institution is responsible for providing duty of care and insurance.
DCC-Associates and Volunteers may fall within the state insurance program and UA duty of care, which includes UA review and authorization of travel on behalf of UA

Yes

No

26.) Defense Base Act (DBA) Insurance - Proxy (*)

For this travel, will the traveler be working on a U.S. military installation or will the traveler be serving as a federal contractor/subcontractor for the U.S. government?

If so, please mark **Yes** below and notify the traveler that they will need to submit an application for Defense Base Act (DBA) Insurance to Risk Management Services.

If not, please mark **No** below. **Please note:** if the traveler is receiving federal grant funding, you should still mark "No" below.

Yes

No

27.) Proxy Export Controlled Activities (*)

Does the traveler have a project, data, substances, or equipment secured on a Technology Control Plan (TCP)?

If YES, please provide the name or information about the TCP.

For more information on the University's Export Control policies please see the UA Export Control Webpage.

Yes

No

28.) Will traveler be taking specialized equipment or software? (*)

Answer **NO** if taking off-the-shelf items such as laptops, flash drives, smartphones, iPads, general cameras, etc.

Answer **YES** if you are taking items including test or specialized equipment, software, or prototypes, and please describe the items and its uses below.

BE ADVISED: Travelers with high value or specialized equipment/items should consider registration with CBP before traveling to avoid potential customs duties (tariff or taxes) upon return to the U.S. Use these links to the CBP Form 4455 to register university-owned equipment or Form 4457 to register personally-owned equipment. Contact Export Control for assistance and additional information.

Yes

No

U.S. Department of State STEP Enrollment

Proxy Registration (Year of Departure, 2025)

The University of Arizona advises travelers to register separately in the U.S. Department of State Smart Traveler Enrollment Program (STEP).

STEP provides several different options of free informational services from the U.S. Embassy or Consulate about safety conditions in your destination country.

Full enrollment of your trip provides the Department of State information to better assist American citizens during a natural disaster, civil unrest, or family emergency.

Additionally, should you have your passport lost or stolen while traveling, it is much easier for you to be reissued a replacement if the local embassy or consulate can find you in the STEP system.

Registration may be accessed at: <https://step.state.gov/step/>

Mark as Read



Important Information on Security Alerts and Travel Insurance:

Crisis24 (Drum Cussac)

Through C24, all UA faculty, staff and students now have access to a portal, which provides in-depth safety and security information and travel advice for locations around the globe. Simply Log in here using your UArizona NetID and password to peruse their analyses, intelligence and travel advice.

Additionally, C24 also offers a phone app for [Android](#) and [iPhone](#) that provides the following services for any UArizona travelers who install the app;

SMS, text and/or email notifications for health/safety/security incidents occurring in the proximity of your travel

An SOS button travelers can push 24/7/365 in an emergency for immediate support

Once your travel is successfully reviewed and processed by International Travel, we will upload your trip to the C24 platform enabling alerts relative to your location. You will also receive an email from C24 providing travel advice for the destination(s) in your itinerary.

Zurich Travel Assist

Tucson-based faculty, staff and students who register their official UA travel will be covered by comprehensive emergency travel insurance provided by Zurich.

- * Temporary Ex-pat employees (those living abroad for less than 365 days) are covered for Business Travel Accident or BTA Coverage (including medical emergencies and medical, natural disaster and/or political evacuation)

Permanent Ex-Pat employees (those living abroad for more than 365 days) are not covered by BTA while in their duty post abroad, but they are covered by the Foreign Voluntary Workers Compensation (FVWC) coverage. If they are traveling internationally (away from their foreign duty post), they will be covered during that trip by the BTA coverage.

- * Foreign Nationals living in their home country (abroad) and working for the University are not covered by the policies outlined above

If you are traveling to a sanctioned country, Zurich coverage is not guaranteed. International Travel can request an exemption through UA Risk Management Services (RMS), but our carrier may charge an additional premium, to be covered by the traveler's unit, or even deny the exemption, in which case, you or your department may have to obtain and purchase additional emergency medical (including hospitalization, evacuation and repatriation) insurance. Please see the "University Travel to Sanctioned Countries and War Zones" tab on the Insurance Considerations for International Travel page on the RMS website for more information.

If you require emergency evacuation or travel assistance, please contact Zurich Travel Assist directly. You can access their contact information and your travel card on UA Risk Management's website. Additionally, you can access more information (including what is covered and what is not covered) by going to this website and clicking on the tabs International Insurance Coverage for Faculty and Staff or International Insurance Coverage for Student Travel.

If you have any questions about any of this coverage, please do not hesitate to reach out to UA International Travel.

Mark as Read

Information & Technology Security



INTERNATIONAL TRAVEL can pose significant risks to information stored on or accessible through computers, tablets and smartphones that we take with us.

This risk is associated with:

- Increased opportunities for the loss or theft of the device, and
- Increased exposure to untrusted Internet connections.

You are strongly encouraged to take the following steps prior to your departure:

BEFORE YOUR TRIP

Travel light: Leave any electronic device (laptop, cell phone, or tablet) not needed at home.

Get a loaner: Take a loaner laptop with you on your trip, if your department can provide this, and request that it be encrypted.

Travel with "clean" devices: If your department can't loan you a laptop, remove sensitive data from any devices you choose to take. You should NOT travel with regulated or confidential data, unless it is absolutely required.

Erase history, including, browser history, especially saved passwords.

Use strong passwords and device timeouts

- * Set up your devices to time out and require a password when idle,
- * Set your device to erase memory after 10 incorrect login attempts.

Go disposable: If you require a cell phone while overseas, consider purchasing a "burner" or disposable phone in the destination country. Be sure to email UA International Travel with your new phone number once you acquire it.

Encrypt devices: All devices, whether University-owned, personal, or "loaners," should be encrypted. However, ensure that your destination country allows use of encryption PRIOR to your trip.

DURING YOUR TRAVEL

Login with the lowest possible privilege level: Logging to your devices with user accounts rather than as an administrator significantly decreases risk to cyber threats.

Do not auto-connect: Turn off wireless and Bluetooth connectivity when not actively used.

Take precautions when using a "public" device (e.g. hotel computers).

Keep track of passwords used during travel.

Keep your technology with you

Clear your Internet browser history after each use.

If you become aware of suspect one or more of your devices have become compromised, report to the following:

- * Your Department Head
- * Your Departmental IT Support or the UA's 24/7 IT Support Center at 520-626-TECH (8324) or via Live Chat
- * The local US US Embassy or Consulate

AFTER YOUR TRIP

Change your passwords

Scan your devices for Malware and other harmful material: Should you need assistance, consult with your Departmental IT Support or the UA's 24/7 IT Support Center

GEOTAGGING INFOGRAPHIC

Protecting Against Physical and Digital Targeting: Location Sharing

- Malicious actors (such as criminals, terrorists, and foreign intelligence officers) use social media sites to gather information that can be used to hurt you, rob you, or compromise your online accounts.
- Location sharing is the easiest way for malicious actors to find you in real life. Sharing your current location, travel plans, or daily pattern of movement can make you easy to find.
- Don't share your location unless you decide it's worth the risk.

If you announce details of your travel to a high-threat environment, you may be putting yourself at additional risk of **physical targeting**. Thieves have been known to rob homes after the owner posted a status that they would be out of town.

When you tag your current location, a malicious actor or **foreign intelligence** officer can track you down, or establish your pattern of behavior.

If you tag yourself somewhere that you visit often, malicious actors can **predict** that you will be there again.

On Twitter, if this **pin** is highlighted, your location will be automatically attached to your tweets. Click the pin to turn location sharing off.

Most photos include hints about your location. Even though Fred didn't explicitly say where he is, it would be easy to guess. A malicious actor could easily find his **current location** or realize that he is away from home.

Protect Yourself

- Never "check in" at home or work.
- Avoid announcing current/future travel plans.
- Consider waiting until you've left a location to "check in," and avoid revealing what businesses/locations you frequently visit.

For more information, please visit [Security Guidelines for International Travel](#) or reach out to [International Travel](#) with any questions.

Mark as Read

Travel to Higher Risk Locations

TRAVEL TO HIGHER RISK LOCATIONS

For UArizona Travelers heading to destinations assessed to carry higher risk, UArizona Travel Policy requires International Travel to seek approval from the University of Arizona's International Travel Safety Committee.

If the travel contained in this registration is deemed to be higher risk, following submission of the registration International Travel will email the traveler asking them to fill out a brief supplemental travel information.

Mark as Read

TRAVEL AUTHORIZATION FORM

T _____

* ALL TRAVEL AUTHORIZATIONS NEED TO BE FULLY SUBMITTED 30 DAYS PRIOR TO THE DEPARTURE DATE

TRAVELER INFORMATION

EMPLOYEE NAME: _____ EID /STUDENT ID #: _____

DUTY POST: _____ TYPE: EMPLOYEE STUDENT DCC

RESEARCH / BUSINESS PURPOSE

SUBMIT ATTACHMENT: EVENT ANNOUNCEMENT FLIGHT ITINERARY LODGING INFO OTHER _____

ACCOUNTING INFORMATION

PAID BY HOST: INSTITUTE: _____ TRAVEL ADVANCE NEEDED:

ACCOUNT NUMBER: _____ UNIT: _____ ADVANCE AMOUNT: \$ _____

ACCOUNT AND/OR UNIT RESPONSIBLE FOR ANY CHARGES IF INCURRED CHECK DIRECT DEPOSIT

TRAVEL ADVANCE: 10 DAYS TO PROCESS/ ISSUED 5 BUS. DAYS BEFORE DEPARTURE/ RECEIPTS ARE DUE WITHIN 30 DAYS OF RETURN

TRAVEL DETAILS

FY BLANKET TRAVEL: _____

START DATE - END DATE

TRAVEL TYPE: IN-STATE _____ MILES FROM DUTY POST DOMESTIC
(MUST BE 35 MILES FROM HOME/DUTY POST)

FOREIGN REGISTRY#: _____
(MUST BE FULLY SUBMITTED & APPROVED 30 DAYS PRIOR TO TRAVEL)

PRIMARY DESTINATION: _____
CITY STATE COUNTRY

CITY/STATE/COUNTRY DEPARTING FROM: _____ CITY/STATE/ COUNTRY RETURNING FROM: _____

DEPARTURE DATE: _____ RETURN DATE: _____

30 DAY TRAVEL: NUMBER OF WORK DAYS: _____ PERSONAL DATES: _____

*IF WORK DAYS EXCEEDS 30: DAY 1 THRU 7 WILL BE REIMBURSED AT THE FULL POLICY RATE & AFTER IT WILL BE 50% MEALS / 25% LODGING * * COST COMPARISONS ARE REQ. AT TIME OF PURCHASE IF NOT A DIRECT FLIGHT TO PRIMARY DESTINATION *

EXCEPTIONS

DESIGNATED LODGING: _____ JUSTIFICATION/REASON: _____
(EX. CAR UPGRADE/AIRLINE UPGRADE/EXTRA BAGGAGE)

MODE OF TRANSPORTATION:

- PERSONAL VEHICLE
- MOTOR POOL VEHICLE
- RENTAL CAR

P-CARD PURCHASE: AIRPLANE

WITH INTERNATIONAL TRAVEL THE "FLY AMERICA ACT" APPLIES / AN EXPLANATION IS REQUIRED FOR ALL TYPES OF UPGRADES

TRAVELER AGREEMENT AND FUNDING APPROVAL

TRAVELER SIGNATURE _____ DATE _____ PI / CO-PI / DELEGATE SIGNATURE _____ DATE _____