What’s Different When Entering International Travel?

Travel Administrators Presentation
April 26, 2012
International Travel Request

- International fields begin May 1, 2012
- New international data section
  - Fields display when ‘To’ country is anything other than USA
  - Allows UM to identify vulnerable travelers quickly should there be an emergency in a foreign country
  - One part of work being done by campus committee addressing international travel policy, data and emergency evacuation protocol and plan
eForms & International Travel

- Enter Travel Request BEFORE Traveler leaves on trip
  - Emergency data will be available should it be needed
- Enter COMPLETE itinerary – outbound and return
  - Include international stopovers
  - Include connections in international cities
Enter Complete OUTBOUND Itinerary

<table>
<thead>
<tr>
<th>Departure Date</th>
<th>Departing From</th>
<th>To Country</th>
<th>To State</th>
<th>To City/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/02/2012</td>
<td>Baltimore</td>
<td>NLD</td>
<td>Netherlands</td>
<td>Amsterdam</td>
</tr>
<tr>
<td>04/03/2012</td>
<td>Amsterdam</td>
<td>EGY</td>
<td>Egypt</td>
<td>Cairo</td>
</tr>
</tbody>
</table>
### Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure</th>
<th>Country</th>
<th>To Date</th>
<th>To City/Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/12/2012</td>
<td>Cairo</td>
<td>NLD</td>
<td>Netherlands</td>
<td>Amsterdam</td>
</tr>
<tr>
<td>05/13/2012</td>
<td>Amsterdam</td>
<td>USA</td>
<td>United States</td>
<td>Maryland</td>
</tr>
</tbody>
</table>
International Emergency Contact Info

Traveler’s Emergency Contact Info

- Country Code: 20
- Area Code and Phone Number: 22 622 6000
- Additional Phone Number:
- Traveler’s International Phone Number: <enter Passport Number here>
- Are you leading a group? [ ]
- Emergency Contact Name: <can be named trip by trip>
- Relationship to Employee:
- Contact Phone Number: < ADD CONTACT’S PHONE #>
- Contact Email: AddContactsPrimary@email.address.com
What You’ll Need From Your International Travelers

- Traveler’s International Phone Number
- Traveler’s Additional Int’l Phone Number
  - Takes both US & International phone formats
- Traveler’s Passport Number
- Is Traveler leading a group?
  - ✓ = YES
What You’ll Need From Your International Travelers

- Emergency Contact Name
  - Can vary from emergency contact on employee job record
  - Can vary trip to trip
- Emergency Contact’s Relationship to Traveler
  - 30 options on list including ‘Other’
- Emergency Contact’s Primary Phone Number
- Emergency Contact’s Primary Email Address
Not New, But Important

- **Foreign Per Diem**
  - Begins on arrival in foreign country
  - Ends on departure from foreign country

- **Currency Conversion**
  - All expenses must be converted to US Dollars
  - Upload your conversion backup
  - Additional information on Travel web