International Travel Registration

Marja Unkuri Chaudhry
Director for Study Abroad, Student Exchange, and Institutional Partnerships
Montana Board of Regents Policy 325

• Adopted March 7, 2014
• Policy is intended to promote the health, safety and security of all members of the campus community when traveling internationally for university related activities.
Each Campus Shall:

• Adopt policies for faculty, staff, and students traveling internationally for university related activities.
• Establish an approval process for international travel by faculty, staff, and students.
• Establish an international travel review committee which will be responsible to review and approve any travel to a country with a U.S. State Department Travel Warning or which raises serious safety concerns or may be outside insurance coverage areas.
• UM Missoula has an International Travel Review Committee that consists of representatives from the Office of International Programs and Environmental Health and Risk Management in consultation with the Office of Legal Counsel.
Travel Registry

The University of Montana - Missoula and the Montana State University - Bozeman campuses shall maintain a computer based Travel Registry for university related international travel for all of its affiliated campuses. The Registry will allow the universities to identify and assist all university travelers in an emergency and provide travelers helpful information prior to departure. The computer based Travel Registry must be available no later than October 1, 2014.

UM Missoula has a computer based Travel Registry that will be used by its affiliate campuses.
University Related Student Travel

- University related International travel taken by one or more undergraduate/graduate students for credit or not for credit. Examples include but are not limited to:
  
  a. Study abroad programs, group student travel whether accompanied by a faculty member or not, internships, practica, student teaching, university service, conferences, or research.
  
  b. Travel by registered student organizations, club sports or varsity athletic teams.
  
  c. Activities funded in whole or in part by a campus, including sponsored research grants, university contracts, F&A funds or other university administered funds.
University Related Faculty and Staff Travel

Examples include, but are not limited to:

• Business trips
• Conferences
• Leading a faculty directed study abroad program or otherwise accompanying students
• Research
• Sabbaticals
• Teaching
• University service

➢ “Faculty” – tenured, non-tenured and adjunct faculty employed by the Montana University System.
➢ “Staff” – Montana University System employee
How to Register your Travel

- **At least** 30 days prior to departure
- Go to: [http://umt.edu/international-programs/international-travel-registration/default.php](http://umt.edu/international-programs/international-travel-registration/default.php)
- Click on “Register or Update Faculty/Staff International Travel” (Or if a student, “Register or update Student International Travel”)

![Office of International Programs](image-url)
How to Register your Travel

- Faculty/Staff at UM-Missoula, Montana Tech, Helena College and Western and UM-Missoula students use their **NetID** and password to login.
- Click “I have a UM NetID and Password”.

![Image showing the login wizard step one](image-url)
How to Register your Travel

- Montana Tech, Helena College and Western students will need to create login credentials.
- #1) Please click “I do not have login credentials to this site”.
  - An e-mail will be sent to them with the credentials. They will need to login within 7 days of receiving credentials.
- #2) After they receive the credentials, they must click “I have login credentials to this site that I received by email”.

![Image of login process]
How to Register your Travel

• Select the “term” that your travel dates fit within.
  – Term reflects the fiscal year dates that run from July 1 to June 30.

• Choose the location to which you are traveling.
  – If the location does not exist, please contact OIP at 243-2278.

• Select your departure and return dates.

• Click “apply”.
How to Register your Travel

Office of International Programs at UM Missoula

To create your application, select the term and year to which you are applying and build your itinerary by selecting a location, entering the arrival and departure dates, and clicking on the 'add to itinerary' button. When you are ready to create the application, click on the 'Apply' button at the bottom of the page.

Available Terms:
- Travel Registration, 2014-2015
- Travel Registration, 2015-2016

Itinerary

Please select the arrival and departure dates for each destination in your itinerary. After selecting the dates and location, click on the 'Add to itinerary' button.

Current Itinerary:

- Arrival Date:
- Departure Date:
- Location:

Find location: enter city name here to find location

Add to itinerary

- Cancel
- Reset
- Apply
How to Register your Travel

• Complete Questionnaires and Learning Content on your homepage and submit Insurance Coverage form to OIP at UM-Missoula.

• You will need:
  – passport number
  – phone number, email, and address abroad
  – emergency contact info (name, phone number, e-mail).

• The learning content provides travelers pre-departure health and safety tips.
How to Register your Travel

• Your Travel registration is Complete when all items have a check mark in the “Received” column.

• To return to your travel registration to update information please log in from the Travel Registry Website: http://www.umt.edu/international-programs/international-travel-registration/default.php
Required Insurance Coverage

- All students and faculty staff traveling abroad on a UM related activity are **required** to have health insurance that meets with the following minimum requirements:
  - Medical Expense Benefit: $250,000
  - Medical Evacuation: $150,000
  - Repatriation: $15,000
- Students/faculty/staff complete and submit the Insurance Coverage Form and a copy of their primary insurance card to OIP at UM-Missoula.
- This form is not a fillable PDF and must be printed, completed, and sent electronically to studyabroad@umontana.edu.
- You will find this form on your Travel Registry.
- Students/faculty/staff must only submit the Insurance Coverage information if:
  - A) It is the first Travel Registry they have completed or
  - B) Their insurance policy/ information has changed
Required Insurance Coverage

To find out about your options of how to meet these requirements, please visit the following OIP webpages:

- Faculty/Staff: [http://umt.edu/international-programs/international-travel-registration/fac-staff-insurance.php](http://umt.edu/international-programs/international-travel-registration/fac-staff-insurance.php)
- Students: [http://umt.edu/international-programs/study-abroad/once-accepted/insurance.php](http://umt.edu/international-programs/study-abroad/once-accepted/insurance.php)
- If students/faculty/staff need to purchase insurance, they may enroll in HTH Worldwide Insurance Comprehensive or Supplemental Plan through OIP at UM-Missoula.
- Currently University of Montana and Montana State University are working with the Office of the Commissioner of Higher Education (OCHE) to implement a MUS system-wide international insurance coverage for faculty, staff and students.
- Please contact OIP for further information.
Faculty/Staff Traveling with Students

- Register travel online and complete the Student Roster and e-mail to OIP at UM-Missoula. OIP will register the students.
- Please send OIP an electronic version to studyabroad@umontana.edu of the roster at least 30 days before departure.
- Complete the Risk Management Plan for Travel with Students form and submit to OIP at UM-Missoula.
- Ensure all program participants (faculty/staff/students) meet UM's minimum health insurance requirements.
- Obtain students’ signature for the following forms:
  - Agreement and Acknowledgement of Risk
  - Responsibilities of Study Abroad Participant
  - Student Health Information
  - Faculty-Directed Insurance Coverage Form, if applicable.
Travel Warnings

• UM faculty, staff, and students traveling to countries with U.S. Department of State Travel Warnings for UM-related activities must obtain prior permission for travel by submitting a Risk Management Plan for Travel to Countries with U.S. Department of State Travel Warnings.

• Must be submitted to the UM-Missoula International Travel Review Committee as part of their international travel registration at least 30 days prior to departure.

• The committee shall determine if the travel will be approved and with what, if any, conditions.

• Travelers are advised not to purchase non-refundable tickets prior to travel approval.

• The committee consists of representatives from the Office of International Programs and Environmental Health and Risk Management in consultation with the Office of Legal Counsel.
Campus Implementation

• Please identify the office at the affiliate campus that will maintain communication with Office of International Programs at UM Missoula about campus practices and procedures of the implementation of this policy.

• In addition, it would be beneficial to have a fully trained individual on site for travel registry questions.
Contact Information

Study Abroad Coordinator
Office of International Programs
406-243-2278

Marja Unkuri-Chaudhry
Director of Study Abroad, Student Exchanges, & Institutional Partnerships
406-243-2296
marjac@mso.umt.edu

Please do not hesitate to contact OIP For questions or concerns!

studyabroad@umontana.edu