

UMB International Travel Request Form for Faculty & Staff

MUST BE COMPLETED AND UPLOADED TO ELECTRONIC UMB TRAVEL REQUEST FORM

**UMB International Travel Request Form for Faculty & Staff  
TO BE COMPLETED BY THE INDIVIDUAL TRAVELLING  
EACH TRIP REQUIRES A COMPLETED FORM.**

**Effective August 9, 2021**

**IMPORTANT:** This NEW DocuSign form and process is **an addition to the UMB online travel request process and part of that process. Complete all items BEFORE** attaching it to the historical/usual UMB online travel request form.

*What's New in July 2021? New requirements for all UMB international travelers*

- UMB-related international travel (travel approved by UMB and not requiring use of leave) through and to countries designated as U.S. State Department **Advisory Level 1 and 2** require supervisor's approval, use of a UMB contracted travel agency, risk acknowledgement form, and registration in the International SOS travel registry (automatic when using UMB travel agencies).
- UMB-related international travel to U.S. State Department **Advisory Level 3 (Reconsider Travel)** and **Advisory Level 4 (DO NOT TRAVEL)** countries require a briefing by International SOS prior to travel, the approval of the appropriate Dean/VP or their designee, and the final approval of the Provost, in addition to the requirements for Level 1 and 2.

*2020 International Travel processes remaining in effect:*

All UMB-related international travel must:

- be booked using one of the three UMB-approved travel agencies.
- be approved in the UMB online travel request system **PRIOR** to travel,
- include the signed, witnessed UMB Risk Acknowledgement part of the DocuSign form (witness could be anyone EXCEPT the travel administrator).

Any UMB traveler who does not follow these procedures **may be denied reimbursement** by UMB.

Notes:

- The supervisor electronically signs the DocuSign International Travel Request Form and selects either the person to whom the form should be routed next (for level 3 or 4 countries), or **"complete"** and the form routes back to the traveler and travel administrator to add to the UMB online travel request system.
- Upon final approval, this International Travel Request Form will automatically route back to each of the signatories, including the traveler. A copy will also go to the UMB Provost's office for Advisory Level 3 and Advisory Level 4 requests (for approval).
- Once completed, the traveler or travel administrator attach this form, a draft itinerary, and the risk acknowledgement form to the UMB electronic travel request system prior to booking travel with the UMB travel agency, as is the usual process.
- The usual electronic process with travel administrators then occurs. Travel administrators will now be looking for the **new uploaded International Travel Request form**, with all required signatures, before moving the request up the approval line. All approvers will be made aware to look for the Supervisor/Dean/Vice President or designee's signature on the new form, depending on the Advisory Level of the destination country, before approval at the administrative level.

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Traveler Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_

Traveler Type: \_\_\_\_\_ EMPLID (6 digits): \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Secondary Email Address: \_\_\_\_\_

School or Department: \_\_\_\_\_ Department/Program/Unit: \_\_\_\_\_

Primary Reason for Travel: \_\_\_\_\_

Dates of Travel: From: \_\_\_\_\_ To: \_\_\_\_\_

Departure Country: \_\_\_\_\_ Destination Country(ies): \_\_\_\_\_

**What is the U.S. State Department Advisory Level of the country/ies through and to which you are traveling on this trip?**  
 (check here for current Advisory Levels: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/> )

- Level 4: Do Not Travel
- Level 3: Reconsider Travel
- Level 2: Exercised Increased Caution
- Level 1: Exercise Normal Precautions

Departure Date		Departure Country	
Arrival Date		Arrival Country	
Departure Date		Departure Country	
Arrival Date		Arrival Country	

<p><b>CONTACT TRAVEL AGENCY</b></p> <p><b>(ALL INTERNATIONAL TRAVELERS)</b></p>	<p>All UMB international travel must be ticketed by an approved travel agency:</p> <p><b>Travel Leaders Corporate:</b>                  Telephone: 301-403-4278 Fax: 240-387-4301                  Telephone: 800-333-2115 Fax: 877-894-4301                  Email address: <a href="mailto:travelon@tlcorporate.com">travelon@tlcorporate.com</a>                  After Hours: 877-858-3254 Code 16XL (UMD)</p> <p><b>Globetrotter Travel Management:</b>                  Telephone: 301-570-0800 Fax: 301-570-9514                  Reservation travel toll-free: 866-235-5467                  Email address: <a href="mailto:travel@globetrottermgmt.com">travel@globetrottermgmt.com</a>                  After Hours: 800-639-9278</p> <p><b>Omega World Travel:</b>                  Telephone: 877-403-4282 Fax: 800-717-1707                  After Hours: 800-285-6342 Code 5L9-Maryland                  Email address: <a href="mailto:umd@owt.net">umd@owt.net</a></p>	<p>I certify that I understand that I must arrange for my tickets to be purchased from one of the three UMB-approved travel agencies listed here.</p> <p>_____</p> <p style="text-align: center;">Traveler Signature</p> <p>I understand that I can request an itinerary without making a reservation and that I should attach such a pre-approval itinerary to this form before sharing it with my supervisor as part of our discussion before final approval.</p> <p>_____</p> <p style="text-align: center;">Traveler Initials</p>
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**Emergency Contact for this travel only:**

Name (Last): \_\_\_\_\_ (First): \_\_\_\_\_

Email: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

<p><b>CONSIDER YOUR PERSONAL SITUATION</b></p> <p><b>ALL INTERNATIONAL TRAVELERS</b></p>	<ol style="list-style-type: none"> <li><a href="#">Personal Factors Increasing the Risk to Get More Severely Ill by COVID-19</a>;</li> <li>Future Plans (deadlines, weddings, birthdays, etc.): Consider the possibility of quarantine during travel if symptoms would appear. Do you have to be back at a certain date?</li> </ol>	<p>I have thoroughly considered my personal situation, including my health and the impact this travel may have on my personal or professional obligations. I wish to pursue this travel request even after this consideration.</p> <p>Completed _____ Traveler Initials</p>
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<p><b>MAKE REQUIRED BRIEFING CONTACT WITH INTERNATIONAL SOS</b></p> <p><b>(LEVEL 3 and 4 TRAVELERS ONLY)</b></p>	<p>Intending UMB travelers to Level 3 and Level 4 Advisory Level countries are required to have a brief consultation with International SOS, UMB's security and health assistance provider. Tell them UMB requires a brief consultation on your travel plans and they will give you a case # (enter it with the date and time here) and go over the current situation in the countries you will be visiting. Jot down any questions you may have ahead of time, as they have robust information on safety, health, and security, including COVID-19.</p> <p><b>UMB Membership #11BCAS519702</b></p> <p>Although members can contact any International SOS Assistance Center at any time, we recommend that you contact the closest lead Assistance Center:</p> <table border="1" data-bbox="423 1394 1110 1881"> <thead> <tr> <th>Calling From</th> <th>Assistance Center</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>U.S. or Canada</td> <td>Philadelphia, PA</td> <td>1-800-523-6586 1-215-942-8226 (collect)</td> </tr> <tr> <td>Mexico, South and Central America</td> <td>Philadelphia, PA</td> <td>00-1-215-942-8226 (collect)</td> </tr> <tr> <td>Europe, CIS, Africa, Middle East</td> <td>London</td> <td>44-208-762-8008 (collect)</td> </tr> <tr> <td>Asia, Australia, Pacific Rim</td> <td>Singapore</td> <td>65-6338-7800 (collect)</td> </tr> </tbody> </table> <p>* Call collect via operator in the country you are calling from.</p>	Calling From	Assistance Center	Phone Number	U.S. or Canada	Philadelphia, PA	1-800-523-6586 1-215-942-8226 (collect)	Mexico, South and Central America	Philadelphia, PA	00-1-215-942-8226 (collect)	Europe, CIS, Africa, Middle East	London	44-208-762-8008 (collect)	Asia, Australia, Pacific Rim	Singapore	65-6338-7800 (collect)	<p>Case # _____</p> <p>Date of Briefing: _____</p> <p>(Recommended before booking and again within 72 hours of travel to be informed of any changes.)</p> <p>I certify that I, the traveler, received an International SOS briefing about all countries visited on this trip.</p> <p>_____ Traveler Signature</p> <p>_____ Date of certification</p>
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	<p>Be sure to know the country's outbound international dialling code before traveling to that country.</p>	
<p><b>DISCUSS PLANS WITH COUNTRY DIRECTOR/PARTNER ORGANIZATION/ CONTACT PERSON AT PROPOSED DESTINATION</b></p> <p><b>(LEVEL 3 and 4 TRAVELERS Only)</b></p>	<p><b>Questions to consider asking potential hosts:</b></p> <ol style="list-style-type: none"> <li>1. Is the local team comfortable with me travelling at this time?</li> <li>2. Can the local team host/support me in case of prolonged lockdown or other unanticipated circumstances?</li> <li>3. Are there currently any local government policies or procedures I need to know about? Is a COVID test or antibody testing a requirement before travel? Is quarantine on arrival a requirement? Are (governmental) facilities of acceptable medical &amp; safety standard?</li> <li>4. Is there a better time for this travel, from the local team's perspective?</li> </ol>	<p>I have discussed my proposed travel with a decision-maker or senior contact at proposed destination and they support my trip at this time.</p> <p>Name of contact: _____</p> <p>_____ Traveler Initials</p>
<p><b>DISCUSS WITH SUPERVISOR</b></p> <p><b>(ALL INTERNATIONAL TRAVELERS)</b></p>	<p>Share this information with your supervisor:</p> <ol style="list-style-type: none"> <li>1. Benefits v. Risks – Is the trip necessary? Can the work be done online or by someone already in the area?</li> <li>2. What to do if stranded/quarantined along the route? (particular to each case)</li> <li>3. What will I do if I have symptoms or test positively for COVID-19 while travelling or upon returning home?</li> <li>4. What are the Country Office/partner organization's procedures regarding COVID-19 on arrival?</li> <li>5. Have I booked an appointment for vaccinations &amp; travel advice with a medical doctor?</li> <li>6. Do I have the necessary personal protective equipment (masks, alcoholic gel, etc)? Are they the same as those needed in the destination country?</li> <li>7. Am I covered by my health insurance (check coverage)? I understand my personal health insurance is my primary insurance, and UMB's emergency medical coverage is secondary, and does NOT generally cover evacuation for COVID related reasons.</li> </ol>	<p>My Supervisor and I discussed this travel and agree it is important at this time and cannot be accomplished virtually or at a later time. We also confirm that this form is complete and ready for any additional approvals.</p> <p>Date: _____</p> <p>_____ Traveler Signature</p> <p><b>Travel APPROVED –</b> Level 3 &amp; 4 Countries REQUIRES DEAN/VP Approval AND Provost Approval.</p> <p><b>Travel DECLINED –</b> Routing of Travel Form STOPS.</p> <p>_____ Supervisor Signature</p> <p>Date: _____</p> <p>Comment:</p>
<p><b>NEXT STEPS</b></p>	<p>Confirm with your supervisor what happens next.</p>	<p>1. Completed form routes to traveler, travel administrator, supervisor and a copy to the Provost's office and</p>

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<p><b>(ALL INTERNATIONAL TRAVELERS)</b></p>	<ol style="list-style-type: none"> <li>1. APPROVED AND COMPLETE – for Level 1 and 2 Countries</li> <li>2. APPROVED – REQUIRES DEAN/VP Approval AND UMB Provost Approval for Level 3 and 4 Countries</li> </ol> <p>All forms will be routed back to all signatories, and a copy of each will go to the Center for Global Engagement for keeping until the travel is completed.</p>	<p>Center for Global Engagement for recordkeeping.</p> <p>2. Form routes to the Dean/VP for Approval, then to the Provost for final approval for all Level 3 and 4 Advisory countries.</p>
<p><b>DEAN/VP or Designee INSTRUCTIONS</b></p> <p><b>(LEVEL 3 and 4 TRAVELERS only)</b></p>	<p>When considering this request for <b>international travel to countries with a Level 3 or 4 U.S. State Department Advisory</b>, please proceed as follows:</p> <p>Verify the following:</p> <ol style="list-style-type: none"> <li>1. This travel request is for a Level 3 or 4 Advisory country (the levels change frequently) Check here: <a href="https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/">https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/</a></li> <li>2. This International Travel Request Form and Risk Acknowledgement form is complete and signed by the traveler and their supervisor. (There may be other signatures, but only the traveler and their supervisor are required unless you wish to require additional signatures).</li> <li>3. All questions are answered, initialed, and/or signed. A detailed proposed travel itinerary is attached and an adequate justification for trip agreed with supervisor.</li> </ol> <p>Carefully evaluate the request for alignment with the duty of care UMB must have for the safety of the traveler and the necessity of the travel at this time.</p> <p>Sign in the appropriate place, either Disapprove or Approve Level 3 or Level 4. It is important that all Level 3 and 4 requests are approved in advance by the Provost.</p> <p>Once you sign, everyone on the approval path will receive a copy (traveler, travel administrator, supervisor, Dean/VP and Provost’s office for FINAL APPROVAL).</p> <p>NOTE: DEANS and VPS <b>may not</b> authorize international travel to Level 3 and 4 Advisory countries. Only the UMB Provost or President may approve such requests.</p>	<p><u>      </u> <b>I approve this travel to a Level 3 Advisory (RECONSIDER TRAVEL) or Level 4 (DO NOT TRAVEL) country and understand a copy of this form will go to the Provost’s office for final approval prior to travel:</b></p> <p><u>      </u> <b>I do not approve this travel</b> (End of form circulation, copies go to each prior signatory)</p> <p>_____ Name of Dean/VP or Designee</p> <p>_____ Signature of Dean/VP or Designee</p> <p>_____ Date Reviewed</p> <p><b>Comment / Justification for travel to an Advisory Level 3 or 4 location (to inform the Provost’s decision):</b></p> <p><b>Comment regarding non-approval:</b></p>

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<p><b>PROVOST</b></p> <p><b>(LEVEL 3 and 4 TRAVELERS only)</b></p>	<p>When considering this request for international travel to countries with a Level 3 or 4 U.S. State Department Advisory, you may wish to:</p> <p>Verify the following:</p> <ol style="list-style-type: none"><li>1. This travel request is for a Level 3 or 4 Advisory country (the levels change frequently) Check here: <a href="https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/">https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/</a></li><li>2. This International Travel Request Form and Risk Acknowledgement form is complete and signed by the traveler, their supervisor, and their Dean or VP. (There may be other signatures, but only the traveler / supervisor /Dean/VP are required).</li><li>3. All questions are answered, initialed, and/or signed. A detailed proposed travel itinerary is attached and a persuasive justification for the trip is provided.</li><li>4. APPROVE or DISAPPROVE the proposed UMB travel to a LEVEL 3 or 4 Advisory level country.</li></ol> <p>Once signed, the form will be considered complete. An electronic copy will be sent to all approvers via email from DocuSign.</p>	<p>_____ <b>Approved (Level 3 or 4)</b></p> <p>_____ <b>NOT APPROVED (Level 3 or 4)</b></p> <p>_____ Signature of the PROVOST</p> <p>_____ Date Reviewed</p> <p>Approval Comments:</p> <p>Not Approved Comments:</p>
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