

# International Travel Resources

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Safety & Risk Services

# Safety & Risk Services Resources

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- Travel Registry
- WorldAware
- Concur Risk Messaging



# Concur Booking

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Locate | Support | Help | Profile | User Icon

Manage Requests | **New Request** | Process Requests | Quick Search

## Request

Cancel Save Print / Email Delete Request Submit Request **Status:** Not Submitted

**Request Name: Enter Trip Destination and Date:**  
**Business Purpose:**

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Policy: \*UO-Request Policy

Request Name: Enter Trip Destination and Date: [Text Field] Request/Travel Start Date: [Calendar] Request/Travel End Date: [Calendar] Destination City: [Text Field] Destination Country: [Dropdown]

Request/Trip Purpose: [Dropdown] Traveler Type: [Dropdown] Trip Type: [Dropdown] How will you book your trip?: [Dropdown] Does this trip include personal travel?: [Dropdown]

Personal Dates of Travel: [Text Field] Will you be absent any term other than summer?: No [Dropdown] Business Purpose: [Text Area]

Index	Banner Activity Code	Banner Location Code	Comments to Approver(s)
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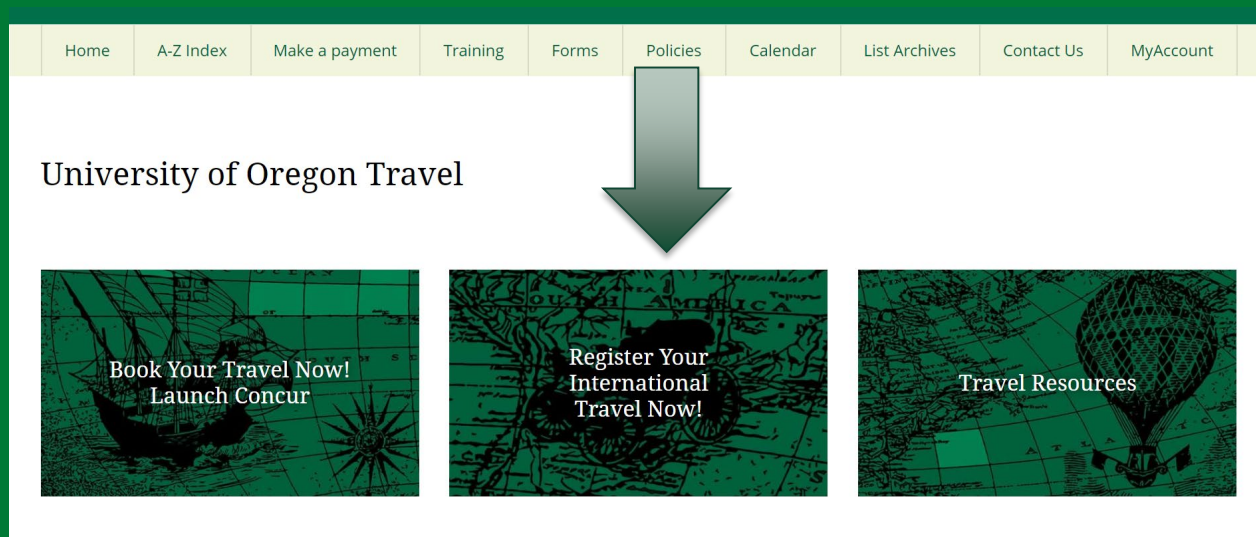
# Concur Booking

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- [Travel.uoregon.edu](http://Travel.uoregon.edu)
  - SRS approval process for high risk destinations
  - Exempted country destinations
    - Afghanistan, Chechnya, Iran, Iraq, Libya

# Travel Registry

- [Travel.uoregon.edu](http://Travel.uoregon.edu)



# Travel Registry

- [Travel.uoregon.edu](https://travel.uoregon.edu)

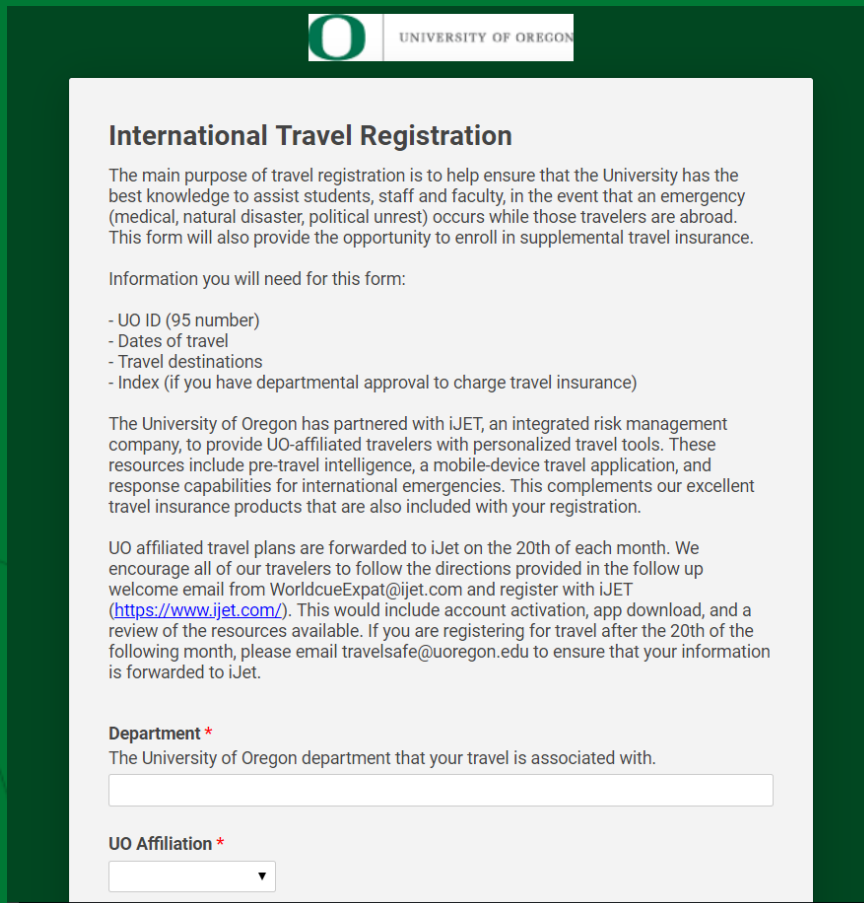
95 number

Date of birth

Dates of travel

Travel destination(s)

Index (\$2.50/day)



The screenshot shows the 'International Travel Registration' form on the University of Oregon website. At the top left is the University of Oregon logo and name. The form title is 'International Travel Registration'. Below the title is a paragraph explaining the purpose of the registration: to help ensure the University has the best knowledge to assist students, staff, and faculty in the event of an emergency (medical, natural disaster, political unrest) occurring while travelers are abroad. It also mentions that the form provides an opportunity to enroll in supplemental travel insurance. Below this is a section titled 'Information you will need for this form:' followed by a list of requirements: UO ID (95 number), Dates of travel, Travel destinations, and Index (if you have departmental approval to charge travel insurance). Another paragraph explains that the University of Oregon has partnered with iJET, an integrated risk management company, to provide personalized travel tools like pre-travel intelligence, a mobile app, and response capabilities for international emergencies. A final paragraph states that UO-affiliated travel plans are forwarded to iJet on the 20th of each month and encourages travelers to follow directions in a welcome email from WorldcueExpat@ijet.com and register with iJET (https://www.ijet.com/). Below the text are two required fields: 'Department \*' with a text input box and 'UO Affiliation \*' with a dropdown menu.

**International Travel Registration**

The main purpose of travel registration is to help ensure that the University has the best knowledge to assist students, staff and faculty, in the event that an emergency (medical, natural disaster, political unrest) occurs while those travelers are abroad. This form will also provide the opportunity to enroll in supplemental travel insurance.

Information you will need for this form:

- UO ID (95 number)
- Dates of travel
- Travel destinations
- Index (if you have departmental approval to charge travel insurance)

The University of Oregon has partnered with iJET, an integrated risk management company, to provide UO-affiliated travelers with personalized travel tools. These resources include pre-travel intelligence, a mobile-device travel application, and response capabilities for international emergencies. This complements our excellent travel insurance products that are also included with your registration.

UO affiliated travel plans are forwarded to iJet on the 20th of each month. We encourage all of our travelers to follow the directions provided in the follow up welcome email from WorldcueExpat@ijet.com and register with iJET (<https://www.ijet.com/>). This would include account activation, app download, and a review of the resources available. If you are registering for travel after the 20th of the following month, please email [travelsafe@uoregon.edu](mailto:travelsafe@uoregon.edu) to ensure that your information is forwarded to iJet.

**Department \***  
The University of Oregon department that your travel is associated with.

**UO Affiliation \***



# World Aware

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- Travelers who register their trip provided access to World Aware
  - Downloadable App – push button assistance
  - 24/7 Assistance #
  - Pre-trip advisories.
- System limitations information is based on destination airport location



# Concur Messaging

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- 3 Types of Messages
  - @ Booking – provides threat level of the location and encourages travel registration with Risk
  - Pre-Trip – 10 days before departure with risk information about the destination (for medium to extreme high risk only)
  - Risk Alerts – sent when an incident occurs in your destination country that is a level 4 or 5 out of 5. Can be send prior to your departure and while you are in country. SRS receives these as well





# Incident Response

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- SRS monitors risk alerts and can reach out to travelers who may be impacted

