

Additional Information - Change in the International Travel Authority Online Submissions

TO: UGA Business-Serv-L
FROM: Brian Watkins, OIE Director of International Partnerships
RE: Additional Information - Change in the International Travel Authority Online Submissions

As noted in Associate Provost Kavita Pandit's memo below, from October 1, 2015 onward international travelers completing the existing electronic TA form will be asked to complete an additional online questionnaire. Please note that business managers and administrative assistants who routinely submit TAs on behalf of faculty can continue to do so under this new process.

In response to other questions that we have received, please note:

- Travelers/their delegates will continue to fill out the existing electronic TA form as they do now, and the routing of that form will not change. When selecting international travel on the existing TA form, a pop-up window will simply appear which will take them to the new questionnaire.
- The additional information should take no longer than 5 minutes to provide, and includes itinerary details (to help flag travel to countries subject to a State Department warning), a brief summary of the purpose of travel, emergency contact information and information regarding equipment being brought abroad (to ensure export compliance).
- No additional approvals will be required beyond those currently in existence. OIE will check to see that the questionnaire has been completed as part of its routing responsibility, and will remind travelers if they have not done so.
- The questionnaire is not required for non-UGA staff, and is not required for TA's submitted prior to October 1.
- UGA still has a large number of paper TAs processed due to the current electronic system's inability to process multiple account approval paths. We will email a questionnaire link to the initiator of every paper International TA for completion. OIE will receive a report daily of all completed response and once acknowledgement is received, we will approve the paper TA for processing.

You can review/test out the new questionnaire by going to: <http://oie.uga.edu/international-travel-authority/>. Please note that this is a test site only, and while it will send acknowledgement emails, it will not record any data until the process goes live on October 1, 2015.

If you have any additional questions, do not hesitate to contact me (brianw@uga.edu) or Jeanine Meeler (jmeeler@uga.edu). Many thanks for your consideration.

From: All Faculty and Staff [<mailto:ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU>] **On Behalf Of** Archnews
Sent: Monday, September 21, 2015 11:34 AM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: Change in the International Travel Authority Online Submissions

TO: UGA Faculty and Staff
FROM: Kavita Pandit, Associate Provost for International Education
RE: Change in the International Travel Authority Online Submissions

Effective October 1, 2015, UGA faculty and staff completing the UGA online travel authority form will notice a change if their plans include travel to international destinations.

International travelers will be directed to an online travel registration site maintained by the Office of International Education, and asked to log in using their MyID. Once logged in, they will be asked to provide their international itinerary and answer a few short questions about their international travel. These questions include destinations to be visited, dates, and purpose of the trip.

The new international travel authority site will allow UGA to respond more effectively in the event of international emergencies, proactively reach out to faculty and staff if export control issues may be involved, and help build a comprehensive picture of UGA's international connections and partnerships. As is our current practice, OIE will review and approve international TAs as quickly as possible. Travelers will be contacted if the destinations or activities involve any health, safety, or export control issues.

Please contact Brian Watkins (brianw@uga.edu) or me if you have any questions.