GENERAL QUESTIONS

Who is required to register international travel?

All WKU employees who are undertaking university-related or –supported international travel of any duration are required to complete a travel registry for each international trip. However, faculty-led study abroad (FLSA) program leaders are not required to fill out a travel registry, unless they are traveling internationally prior to the start of the program or staying beyond the end of the program for other university-related reasons, as their information is already logged in the StudioAbroad system.

Please refer to policy 0.1020 "International Travel Registration" for more information about this requirement.

If I am traveling with other faculty/staff members, do we each need to complete a separate travel registry?

Each traveler needs to complete his/her own travel registry application to ensure that they each receive the information provided in the registry.

Do I still need to complete the travel authorization form in addition to the international travel registry?

If you are employed under the division of Academic Affairs, you are still required to obtain approval for your travel through the travel authorization form. Unlike the travel authorization form, the travel registry serves the purpose of capturing your detailed itinerary, including flight information and other transportation arrangements, and provides pertinent information related to risk management issues.

How do I register my travel?

Follow the link below and click the 'Register' button to start your travel registry application. You will be prompted to log into the system with your NetID and password, build a travel itinerary, and then complete a few brief materials.

Travel registry link:
http://studyabroad.wku.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=11468

Who has access to my information in the travel registry?

The information you provide is accessible primarily to staff in the Office of Study Abroad & Global Learning and the Office of Research and Creative Activities. Your travel plans may also be shared with other relevant WKU units such as Academic Affairs/the Provost's Office, the Office of International Programs, the Graduate School, and/or other academic departments/colleges.

How will this information be used?

The International Travel Registry is primarily a risk management tool. The information you provide will be used in the event of an emergency or international incident to a) determine whether any WKU faculty, staff, or students are traveling to or in a location affected by the emergency or incident; and b) to communicate with you if necessary to find out whether you are safe and to coordinate assistance, if

needed. If you elect optional insurance through AHP, we will also use the information to enroll you in the insurance.

In addition, your travel plans may be shared with other offices that are directly or indirectly involved with internationalization efforts. For example, if you are planning to attend a professional conference in Mumbai, your travel plans may be shared with an academic unit (e.g., the Graduate School) that is trying to recruit new students from India; the Graduate School could then choose to contact you to find out if you might be willing and able to visit a university in Mumbai to share information about WKU. Similarly, the Office of International Programs might contact you to inquire about your interest in participating in or leading an event during the International Year of… program. Providing this information to other administrative and academic units allows WKU to facilitate inter-departmental cooperation and to identify efficiencies.

APPLICATION-RELATED QUESTIONS

I am having difficulty with the travel registry application. Who can I contact for assistance?

Katherine Hale, the administrator for international travel registries in the Office of Study Abroad & Global Learning, can provide software support. She can be reached at 270-745-2571 or katherine.hale@wku.edu.

When building my itinerary, do I need to include flight layover locations even if I am not leaving the airport?

Yes, you should include all locations where you will be spending any amount of time on land, even if you will only be staying in the airport for a brief period.

If one of my destinations cannot be found in the database of locations, what should I do?

Contact Katherine Hale (katherine.hale@wku.edu) to request that the location be added. You can create your registry with an incomplete itinerary and log in to edit it later once the location has been added.

When I click the 'Register' button after building my itinerary, I receive an error message that indicates I should add one or more itinerary records. What should I do?

First, make sure that you are clicking the 'Add to Itinerary' button after selecting the dates and location before updating your registry. If you are and you are still receiving the error message, check to make sure you have allowed Adobe Flash Player on your browser, if it was not enabled before, and try again. If that does not work, attempt to register using a different browser. If you still get the error message, contact Katherine Hale (katherine.hale@wku.edu) for assistance. Please include a screen shot of the error message if you are able.

What should I do if the system is not allowing me to sign the 'Items for Review' and instead asks me to print and obtain parental signatures.

You should go to your Applicant Home Page and update your profile with your date of birth. When an applicant's birthdate does not pull correctly from Banner, the system will consider him/her a minor.

How do I register others who are traveling with me?

Any WKU faculty or staff traveling with you should create their own travel registries, but for other travel companions, there is a questionnaire within the registry that allows you to upload their information. You will be asked to upload travelers' names, WKU ID numbers, dates of birth, passport information, emergency contact information, and signed waiver forms.

How do I return to my travel registry later to finish it or to make corrections?

You can return to your travel registry by following the link below and logging in with your NetID.

Login link: https://wku-ip.terradotta.com/index.cfm?FuseAction=Security.ExistingUserLogin

How do I know when my travel registry is complete?

Your travel registry is considered complete when all application items are checked off and you have clicked the 'Submit Travel Registry' button at the top of the page.