

From the Office of International Affairs:

A Guide to Departmental Travel Registry and Supplemental Insurance Requests

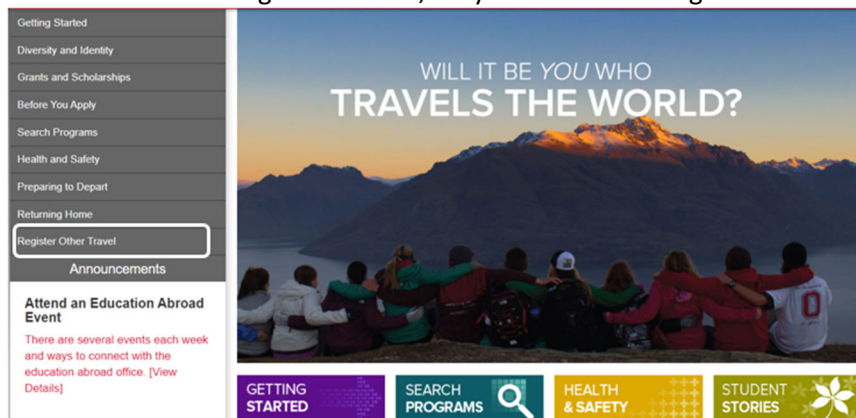
This guide is for departments sponsoring the cost of international student travel for the purpose of research, service learning, conference participation, study abroad, and/or other international curricular or co-curricular activity. The purpose of this guide is to be a resource to aid departments paying the cost of student travel in advising those students as to the successful completion and submission of the University required Travel Registry and Supplemental Insurance Application. There are two parts to this guide: Part 1 – The Student Application; Part 2 – Recording Payment Information for Departmental Payments

Part 1 – The Student Application: There are multiple phases of the student travel registry and supplemental insurance application. Pre-Decision (the application creation and submission phase) and Post-Decision (after application has been accepted and leading up to departure)

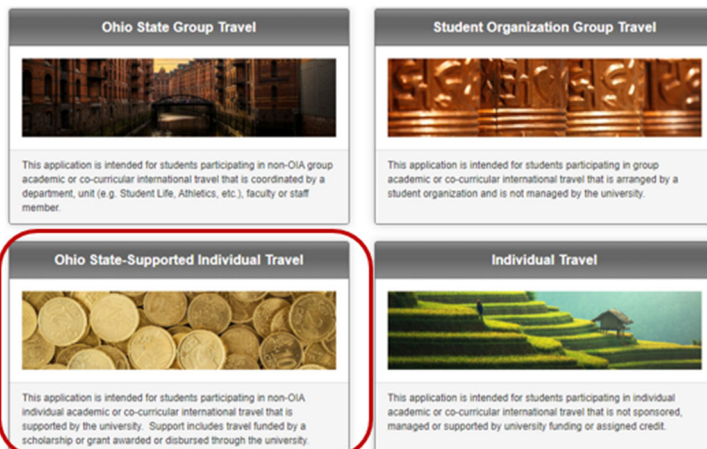
Pre-Decision: Application creation and Submission

Students will go to <http://educationabroad.osu.edu>

In the menu on the right hand side, they are to select “Register Other Travel”



If the department is supporting one student’s individual travel, the selection on the page which follows should be “Ohio State-Supported Individual Travel”. If a group of students will be traveling on a departmental program, the selection will be Ohio State Group Travel. For the purpose of this document, the instructions given will be specific to Ohio State-Supported Individual Student Travel



Upon clicking the box for Ohio State-Supported Individual Travel (pictured above), the student will arrive on an Overview page describing the application process. They are to read the application directions and proceed to click on the Apply Now button

Travel Registration - Ohio State-Supported Individual Travel

Overview

This application is intended for students participating in non-OIA individual academic or co-curricular international travel that is supported by the university. Support includes travel funded by a scholarship or grant awarded or disbursed through the university. It also includes travel that fulfills a degree requirement or has been assigned an Ohio State course code or credit. If your travel is supported by the university, complete this supplemental international insurance application and travel registration. If you have any questions about which application to use, please contact IRM@osu.edu.

Note: If your location is not listed, please select another major city in the same country and email IRM@osu.edu with your correct city, country and dates so that this may be corrected on your behalf.

- Students should review the [CDC](#) and [Department of State](#) guidance related to their destination(s) prior to departure.
- Students are also encouraged to enroll their travel in the [Smart Traveler Enrollment Program \(STEP\)](#).

To complete the travel registration, please see the instructions below:

1. Click on the grey "Apply Now" button.
2. Log in with your Ohio State credentials.
3. Choose your term based on the academic year in which you will be traveling. (Ex: "Summer 2020")
4. The registration has two phases: **pre-decision** and **post-decision**.
5. Enter your itinerary, complete the pre-decision materials and questionnaires, and click "Submit."
6. Once you have completed and submitted your pre-decision registration, the international risk management team will review your initial registration and you will be notified when your status changes.
7. Please log back in to your travel registration to view and complete the post-decision items.

If you will be traveling to a **Risk Designated Country**, you will also need to complete the ITPC petition process during the **pre-decision** stage.

GeoBlue Insurance FAQs

- Once your insurance enrollment has been processed, you will receive an email with your insurance documents directly from GeoBlue.
- The charge for the supplemental insurance premium will be posted to your Statement of Account. Please monitor your Statement for this charge. Once the charge has posted, you must log in to your student center at buckeyelink.osu.edu to submit payment. Payment is due by the date of departure.

For more information about the GeoBlue supplemental international insurance policy, please visit <https://oia.osu.edu/health-and-safety/traveler-insurance.html>

Apply Now






They will first be asked to enter an Arrival Date:, a Departure Date:, and the (first) City, Location of their destination. Note that a location exists for Estimated Travel Date To/From US in order to record the student's travel time

Estimated Travel Day to/from the US, - (-)

For each city and country of a student's itinerary, there should be a specific line item. There is no limit to the number of itinerary additions a student may make. It is vital that in the event of an international emergency/crisis/event, the Office of International Affairs is able to locate and reach out to potentially impacted students. For this reason, the itinerary needs to be as specific as possible.

Itinerary Scenario:

A department is paying for a researcher to travel to Amsterdam for research and to attend a conference. Below is a sample flight itinerary and the Travel Registry itinerary which should correspond to the scenario described above:




Travel Details	Date(s)	From	To	Departure	Arrival
 AIR LINES CLASS: V ECONOMY	07JAN TUESDAY	CLEVELAND OH HOPKINS INT	DETROIT MI METROPOLITAN W	1207P	111P
 AIR LINES CLASS: V ECONOMY	07JAN TUESDAY	DETROIT MI METROPOLITAN W	AMSTERDAM SCHIPHOL AIRPO	353P	545A 08JAN
AIRLINES CLASS: V ECONOMY	08JAN WEDNESDAY	AMSTERDAM SCHIPHOL AIRPO	ENTEBBE ENTEBBE INTL	955A	1030P
 AIR LINES CLASS: V ECONOMY	29MAR SUNDAY	ENTEBBE ENTEBBE INTL	AMSTERDAM SCHIPHOL AIRPO	1130P	700A 30MAR
 AIR LINES CLASS: V ECONOMY	30MAR MONDAY	AMSTERDAM SCHIPHOL AIRPO	DETROIT MI METROPOLITAN W	920A	1142A
 AIR LINES CLASS: V ECONOMY	30MAR MONDAY	DETROIT MI METROPOLITAN W	CLEVELAND OH HOPKINS INT	210P	323P

Based on flight itinerary above, the Travel Registry Itinerary should be:

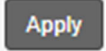
Itinerary

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:

	Estimated Travel Day to/from the US, -	From: 01/07/2020	To: 01/08/2020
	Amsterdam, Netherlands	From: 01/08/2020	To: 03/29/2020
	Estimated Travel Day to/from the US, -	From: 03/29/2020	To: 03/30/2020

Note: if a student is traveling to a destination not found in the itinerary search field, an email should be sent to oia-sa.admin@osu.edu to request the location be added.

Once all necessary itinerary selections have been made, the student will click on the  button to create their Travel Registry

Once the Travel Registry application has been created, the student will be presented with their Pre-Decision applicant home page. All required signature documents and questionnaires will appear on the applicant home page

Program Application Page (Pre-Decision)

[- Submit Application -](#)

Applications

Program: Travel Registration - Ohio State-Supported Individual Travel

Dates: 01/07/2020 - 03/30/2020

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
TR - Preparing to Depart Resources and Next Steps	<input type="checkbox"/>

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click "Submit" in order for the questionnaire to be logged as complete and ready for review.

Title	Received
TR - Emergency Contact Information	<input type="checkbox"/>
TR - FERPA Information Release	<input type="checkbox"/>
TR - Purpose of Travel Registration Travel	<input type="checkbox"/>
TR - Travel Registration - OSU Award Information Questionnaire	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
Department of State Information Release	<input type="checkbox"/>
Emergency Contact Information / FERPA Information Release	<input type="checkbox"/>
Release of All Claims - Travel Registration	<input type="checkbox"/>

Itinerary

The following is the current itinerary for your program. Please follow any instructions displayed to provide the information required to complete it.

Estimated Travel Day to/from the US, - (-) ✎ ✕
Start Date: 01/07/2020 End Date: 01/08/2020
Amsterdam, Netherlands (Europe) ✎ ✕
Start Date: 01/08/2020 End Date: 03/29/2020
Estimated Travel Day to/from the US, - (-) ✎ ✕
Start Date: 03/29/2020 End Date: 03/30/2020

[add new itinerary record](#)

The student will click on each item listed to access, complete, and submit the item. Upon submission of a required item, a check mark will appear in the Received box. Once all required items have been marked as received, the student may click the Submit Application button at the top of the applicant home page

Post-Decision: After application has been submitted and accepted, and leading up to departure

To navigate back to application after it has been started or submitted, the student will go to <http://educationabroad.osu.edu> and log in with the OSU username and password. Upon logging in, the student will be presented with the Applicant Home Page

Your Home Page : Brutus Buckeye - Applicant Home Page

Applications

Spring, 2020

Travel Registration - Ohio State-Supported Individual Travel (ID 31351)

Itinerary:
Estimated Travel Day to/from the US, - (-)
01/07/2020
01/08/2020
Amsterdam, Netherlands (Europe)
01/08/2020
03/29/2020
Estimated Travel Day to/from the US, - (-)
03/29/2020
03/30/2020

Profile

Brutus Buckeye

View All

Edit Profile

Messages

View all Messages

Date/Time	From
12/09/2019	OIA EducationAbroad@osu.edu
Application(s) Created	
12/09/2019	OIA EducationAbroad@osu.edu
University Travel Requirement	
12/09/2019	OIA EducationAbroad@osu.edu
CC: Your upcoming International Travel - Not Meeting University Travel Registry Requirement	
12/09/2019	OIA EducationAbroad@osu.edu
CC: Upcoming Travel to Peru - Travel Registry is Incomplete	
12/06/2019	OIA EducationAbroad@osu.edu
CC: Travel Registry for Upcoming Trip to Guatemala - Payment Request	

The link into the existing application is located in the first box at the top left hand side of the page

Applications

Spring, 2020

Travel Registration - Ohio State-Supported Individual Travel (ID 31351)

Itinerary:
Estimated Travel Day to/from the US, - (-)
01/07/2020
01/08/2020
Amsterdam, Netherlands (Europe)
01/08/2020
03/29/2020
Estimated Travel Day to/from the US, - (-)
03/29/2020
03/30/2020

Part 2 – Recording Payment Information for Departmental Payments

Please note that the student will need the Erequest number associated with payment in order to complete the Pre-Decision questionnaire: TR – Travel Registration – OSU Award Information Questionnaire

To calculate the amount of the Erequest payment, count each day of coverage starting with the first date. In our example, the student's itinerary shows start date 1/7/2020 and end date 3/30/2020. This corresponds to 84 days of coverage. If a department routinely sends students abroad, a quick and easy formula may be added to an excel spreadsheet and saved in order to automatically calculate the cost of the insurance. If you are uncomfortable with Excel formulas, please contact Laurie Ogburn at ogburn.4@osu.edu and she will be happy to create a template for you.

A	B	C	D
Start Date	End Date	Number of Days	Cost
1/7/2020	3/30/2020	=SUM(B1-A1+1)	=SUM (C2*1.50)

The cost of the insurance is \$1.50 per day. The total amount of the insurance for this student example is $84 \times \$1.50 = 126.00$.

ONLY THE DATES OF TRAVEL WHICH ARE UNIVERSITY RELATED (AND PAID) ARE TO BE COUNTED.

Students are not to record any leisure travel (pre or post) in the Travel Registry application. If you know a student intends to engage in leisure travel alongside their departmentally sponsored travel, please let us know and we will work with the student to arrange independent coverage.

Once the cost of the insurance has been determined, an Erequest should be submitted in that amount using OIA – Study Abroad as the internal vendor. You may provide the Erequest number to the student to enter into the TR – Travel Registration – OSU Award Information Questionnaire. If you are unable to provide the student with the Erequest number directly, the student may enter Erequest TBD into the questionnaire. You may email the Erequest number directly to Laurie Ogburn (ogburn.4@osu.edu) along with the student's OSU Username and Name.

How the student should complete the Pre-Decision questionnaire: TR – Travel Registration – OSU Award Information Questionnaire

Question 1 has a selection menu with includes a selection for "Erequest (Departmental Payment)" the student may make multiple selections from that menu and should be sure to select all that apply. If "Erequest (Departmental Payment)" is among the selections chosen, the student will use Question 2 to enter the Erequest number.

TR - Travel Registration - OSU Award Information Questionnaire:

(*) Indicates the question is required.

1. Please select from the menu below the fund(s) you have been awarded (*)

If you do not see your award listed below, please select a response of None/Not listed and name your funding source in question 2. If Erequest (Departmental Payment) selected, enter the Erequest number in question 2.

Women in Psychology Scholarship
Astier Travel Grant
Marc Pinsonneault Grant
Erequest (Departmental Payment)

2. If your award is not listed above, please provide the name of the award(s) or funding source below

PR1234567 (note this is not a real erequest number; it is solely for the purpose of this guide)

3905 characters left

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

Save

Submit

Cancel