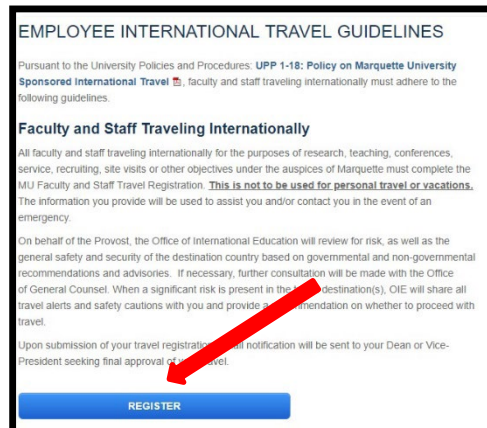


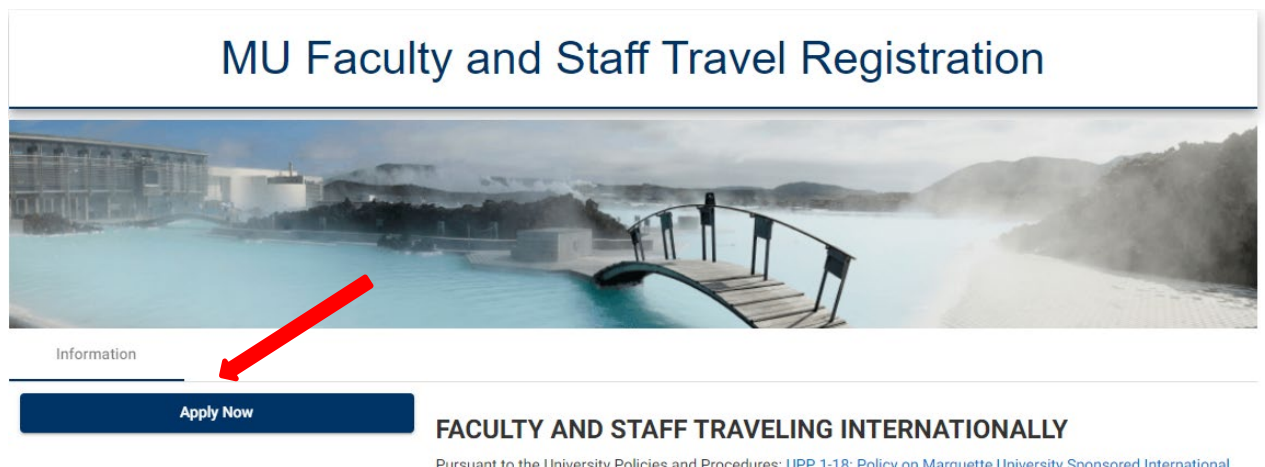
Let's Get Started!

When you are ready to register you will be guided to the page below by clicking the following link...

<http://www.marquette.edu/oie/partnerships/employee-travel-guidelines.php>



1. Click "Register"



2. Click "Apply Now."
3. Log in with your MU username and password.
*Enter in "Username" (this is often your last name and first initial, it is **not** your @marquette.edu email address) and "Password" as indicated.
4. Click "Login".

Username:

 ←


Password:

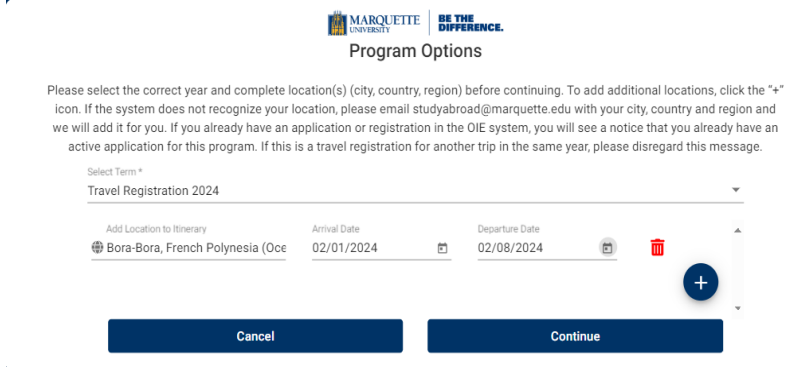
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Login ←

[Forgot your password?](#)

Next you will be brought to the “Programs Options” page.

1. Click on the correct Travel Year you are registering for.
2. Click the “PLUS” button to add an itinerary. 





Program Options

Please select the correct year and complete location(s) (city, country, region) before continuing. To add additional locations, click the “+” icon. If the system does not recognize your location, please email studyabroad@marquette.edu with your city, country and region and we will add it for you. If you already have an application or registration in the OIE system, you will see a notice that you already have an active application for this program. If this is a travel registration for another trip in the same year, please disregard this message.

Select Term *

Travel Registration 2024

Add Location to Itinerary	Arrival Date	Departure Date
 Bora-Bora, French Polynesia (Oce	02/01/2024	02/08/2024



1. Add Location to Itinerary, arrival date and departure date, as indicated above.
2. Click “Continue”

Click “Get Started.”



Application Requirements

- Employee Travel Information
- Required Approval Recommendation Required
- International Insurance & Smart Traveler Enrollment Program (STEP)
- Emergency Contact Info-Primary (RM)
- Emergency Contact Info-Secondary (RM)
- GDPR - General Data Protection Regulation Agreement (RM)
- Faculty/Staff/Guest Medical Information (RM)
- Faculty and Staff International Experience Report

“Employee Travel Information”

1. Enter in the information asked for in numbers 1 through 8 using either the drop down options or typing in the blank space provided. All questions are required.
2. Once information is added, click Done.

Next complete the “**Required Approval Recommendation Required.**”

1. Enter recommender’s last name and click “search.”
2. Click on the individual. Fill in your department and reason for travel.

✔ Employee Travel Information

👤 **Required Approval Recommendation Required**

It is your responsibility to inform your Dean/VP (individual travel), or Immediate Supervisor (leading a group of students abroad) of your international travel registration or proposal. Please review the two categories below and choose the one appropriate for registration/proposal.


[International Travel Registration \(individual faculty/staff travel\)](#)
To request this, input the email address of your 'Dean or VP' into the field below, click 'search' and select the appropriate person and follow the prompts.

Exceptions: College of Arts & Sciences submit request to Dr. Ed Blumenthal College of Business Administration submit request to Dr. Anthony Pennington-Cross

[Education Abroad Proposal \(proposal to lead a group of students abroad\)](#)
To request this, input the email address of your 'Immediate Supervisor' into the field below, click 'search' and select the appropriate person and follow the prompts.

Directory lookup

Name or email address



3. Click “yes” or “no” if you waive any right to read or obtain copies of the recommendation of which you are requesting.
4. Click “Send Request.”

Next read and digitally sign the “**International Insurance & Smart Traveler Enrollment Program (STEP).**”


📄 **International Insurance & Smart Traveler Enrollment Program (STEP)**

The Marquette University Office of International Education is not responsible for enrolling you (or any dependents) in supplementary international health insurance, travel insurance, or the [Smart Traveler Enrollment Program \(STEP\)](#).

All faculty, staff, and students are covered by the Marquette University policy facilitated through [International SOS](#). Any additional insurance or security coverage is the responsibility of the faculty or staff member.

We strongly encourage faculty and staff to make sure you understand what is and is not covered through Marquette University’s policy, consider additional travel insurance and register your travel via the [STEP website](#).

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.



Complete the “**Emergency Contact Info-Primary**” required information.

1. It is required to input an emergency contact by filling in or using the drop-down boxes. Answer questions 1 through 5.
2. Click “Done.”

Complete the “**Emergency Contact Info-Secondary**” required information.

1. We also require inputting a secondary emergency contact just in case we cannot reach your primary contact. Please input the information of your secondary emergency contact in this section. Click “Done.”

Next read and digitally sign the **“GDPR – General Data Protection Regulation Agreement.”**

I understand that I am signing a legal document. By clicking "Sign", I am performing the same task as though I were signing on paper and hold legal responsibility for signing this document.

Complete the **“Faculty/Staff/Guest Medical Information.”**

1. Click “yes” or “no.” If “yes,” provide an explanation in the blank space.
2. Click “done.”

Please answer Yes or No after reading the **“Faculty and Staff International Experience Report”** information.

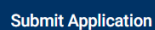
Faculty and Staff International Experience Report (RM)

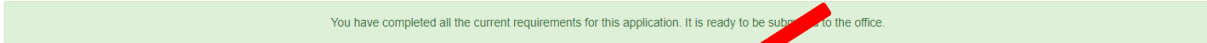
OIE maintains an online Global Resource Database. This database was created to catalog faculty and staff expertise in countries around the world, the partners and institutions they are working with, Marquette's international partnerships and study abroad programs, and greater Milwaukee community resources. Our goal is for this database to foster new collaborations in addition to showcasing the great knowledge and work of our faculty and staff. Do you wish to have your international expertise, activities and connections added to the database?

Yes No

1. If Yes, there will be an additional 15 questions to add your information our online database.

After all this information is filled out, click the **“Submit”** button that pops up.



 You have completed all the current requirements for this application. It is ready to be submitted to the office.

GETTING BACK INTO YOUR APPLICATION

Once you start an application, you can log back in and finish it where you left off.

1. Go to [Office of International Education \(marquette.edu\)](http://marquette.edu) and log in on the right-hand side with your MU credentials.
2. Click the “house” icon on the left-hand side and click on “Applicant.” Click on the program you are working on.