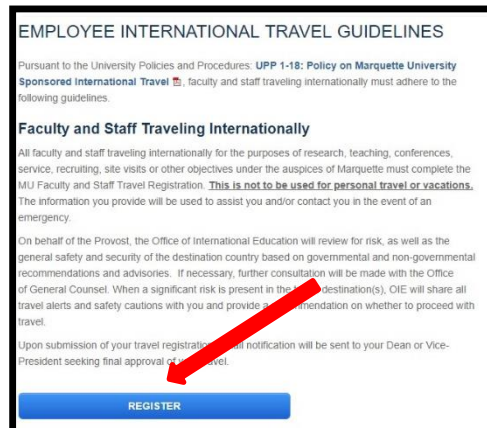


## Let's Get Started!

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>



**EMPLOYEE INTERNATIONAL TRAVEL GUIDELINES**

Pursuant to the University Policies and Procedures: UPP 1-18: Policy on Marquette University Sponsored International Travel, faculty and staff traveling internationally must adhere to the following guidelines.

**Faculty and Staff Traveling Internationally**

All faculty and staff traveling internationally for the purposes of research, teaching, conferences, service, recruiting, site visits or other objectives under the auspices of Marquette must complete the MU Faculty and Staff Travel Registration. **This is not to be used for personal travel or vacations.** The information you provide will be used to assist you and/or contact you in the event of an emergency.

On behalf of the Provost, the Office of International Education will review for risk, as well as the general safety and security of the destination country based on governmental and non-governmental recommendations and advisories. If necessary, further consultation will be made with the Office of General Counsel. When a significant risk is present in the destination(s), OIE will share all travel alerts and safety cautions with you and provide a recommendation on whether to proceed with travel.

Upon submission of your travel registration, a notification will be sent to your Dean or Vice-President seeking final approval of travel.

**REGISTER**

1. Click "Register"



## MU Faculty and Staff Travel Registration

Information

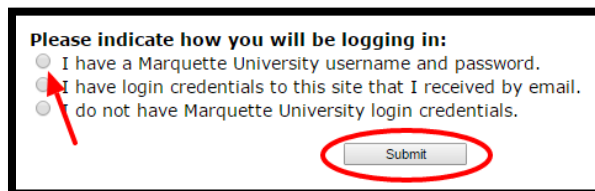
**Apply Now**

### FACULTY AND STAFF TRAVELING INTERNATIONALLY

Pursuant to the University Policies and Procedures: UPP 1-18: Policy on Marquette University Sponsored International

2. Click "Apply Now"

You will then be brought to the page below and indicate how you will be logging in.



**Please indicate how you will be logging in:**

- ☐ I have a Marquette University username and password.
- ☒ I have login credentials to this site that I received by email.
- ☐ I do not have Marquette University login credentials.

**Submit**

1. Click "I have a Marquette University username and password".
2. Then click "Submit"

1. Enter in "Username" (this is often your last name and first initial, it is **not** your @marquette.edu email address) and "Password" as indicated.
2. Click "Login".

Username:  
 ←

Password:  
 ←

←

[Forgot your password?](#)

Next you will be brought to the **"MU Faculty and Staff Travel Registration"** page.

1. Click on the correct Travel Year you are registering for.

Scroll down to **"Itinerary"**

**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:**

<b>Arrival Date:</b>	<input type="text"/> (Format: mm/dd/yyyy) ←
<b>Departure Date:</b>	<input type="text"/> (Format: mm/dd/yyyy) ←
<b>Location:</b>	<div>Find location: <input type="text" value="enter city name here to find location"/> ←</div> <div><ul style="list-style-type: none"><li>Abu Dhabi, United Arab Emirates (Middle East)</li><li>Accra, Ghana (Africa)</li><li>Addis Ababa, Ethiopia (Africa)</li><li>Adelaide, Australia (Australia/Pacific Islands)</li><li>Agra, India (Asia)</li><li>Ahmedabad, India (Asia)</li><li>Alicante, Spain (Europe)</li><li>Amman, Jordan (Middle East)</li><li>Amsterdam, Netherlands (Europe)</li></ul></div> <div><input type="button" value="Add to Itinerary"/> ←</div>

1. Enter "Arrival Date" and "Departure Date" as indicated above.
2. Enter in "Location" by using the "Find Location" search by or by using the scroll bar on your right.
3. Click "Add to Itinerary"

You will see the newly added itinerary shown below "Current Itinerary" after you clicked "Add to Itinerary". Once all locations have been entered, click "Apply." (If a location you are traveling to is not listed, please contact our office.)

**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:**  
 ✖ Athens, Greece From: 08/28/2015 To: 08/31/2015

**Arrival Date:**  (Format: mm/dd/yyyy)

**Departure Date:**  (Format: mm/dd/yyyy)

**Location:** Find location:

- Athens, Greece (Europe)
- Auckland, New Zealand (Australia/Pacific Islands)
- Azpetia, Spain (Europe)
- Bangkok, Thailand (Asia)
- Barcelona, Spain (Europe)
- Basel, Switzerland (Europe)
- Bath, United Kingdom (Europe)
- Beijing, China (Asia)

Click "Get Started."

**Get Started!**

### Online application

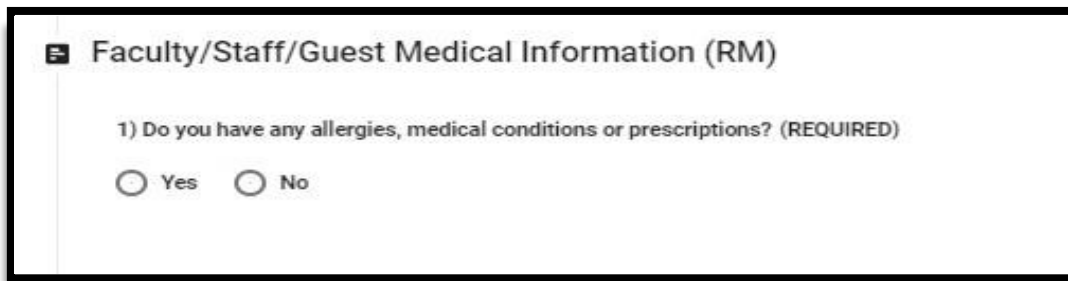
- Employee Travel Information
- Faculty/Staff/Guest Medical Information (RM)
- Emergency Contact Info-Primary (RM)
- Emergency Contact Info-Secondary (RM)
- Alert Traveler App (accessible 90 days prior to departure) (RM)
- Faculty and Staff International Experience Report (RM)
- GDPR - General Data Protection Regulation Agreement (RM)

"Employee Travel Information" (There are 2 parts.)

1. Enter in the information asked for in numbers 1 through 14 using either the drop down option or typing in the blank space provided.
2. Note if you see the (\*) next to the question, it is required you answer that question when filling out this section.

Once information is added, click Done.

Next complete the “**Faculty /Staff Medical Information**”.

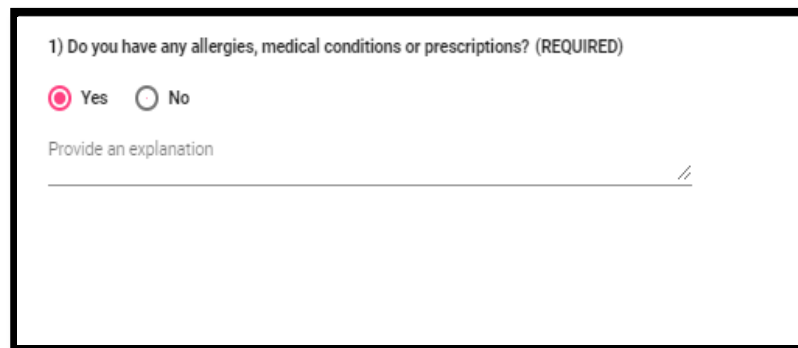


**Faculty/Staff/Guest Medical Information (RM)**

1) Do you have any allergies, medical conditions or prescriptions? (REQUIRED)

☐ Yes ☐ No

1. Answer the Yes or No question.



1) Do you have any allergies, medical conditions or prescriptions? (REQUIRED)


☒ Yes ☐ No

Provide an explanation

\_\_\_\_\_ //

2. If you answer “Yes” to the question, a section will appear for you to further explain.
3. Click “Done.”

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



**Emergency Contact Info-Primary (RM)**

Please enter the following information for your primary emergency contact.

1) Emergency Contact Name (REQUIRED)

2) Relationship to participant (REQUIRED)

3) Daytime Phone Number (REQUIRED)

4) Evening Phone Number (REQUIRED)

5) Street Address (REQUIRED)

6) City (REQUIRED)

7) State (REQUIRED)

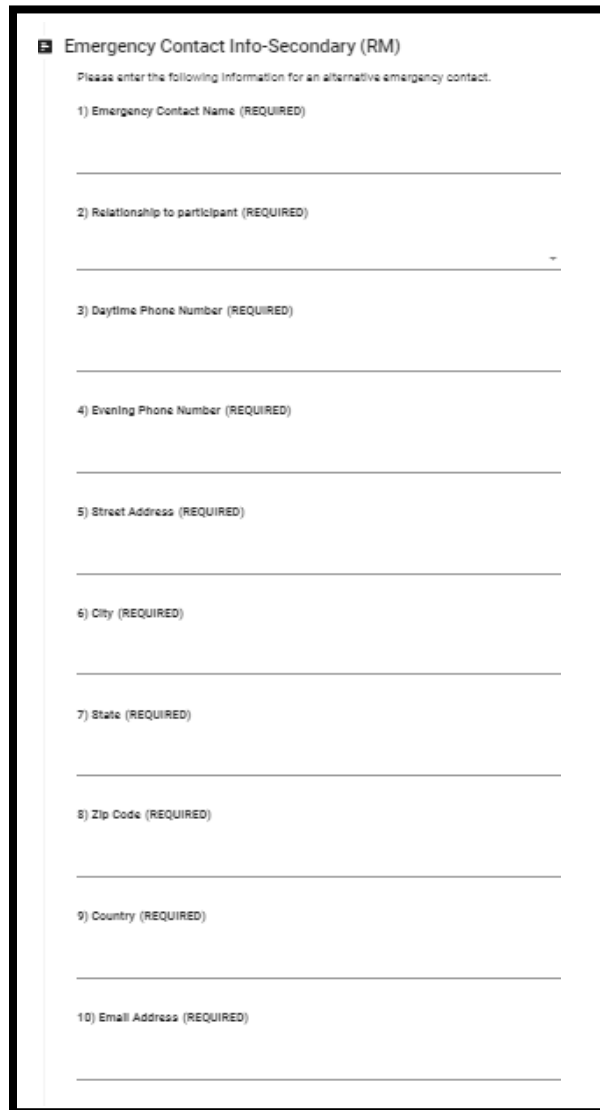
8) Zip Code (REQUIRED)

9) Country (REQUIRED)

10) Email Address (REQUIRED)

1. It is required to input an emergency contact that we can reach in case of emergencies. Answer questions 1 through 10 inputting your emergency contact's information. Click "Done."

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

A screenshot of a web form titled "Emergency Contact Info-Secondary (RM)". The form is enclosed in a black border and contains ten numbered input fields, each with a horizontal line for text entry. The fields are: 1) Emergency Contact Name (REQUIRED), 2) Relationship to participant (REQUIRED), 3) Daytime Phone Number (REQUIRED), 4) Evening Phone Number (REQUIRED), 5) Street Address (REQUIRED), 6) City (REQUIRED), 7) State (REQUIRED), 8) Zip Code (REQUIRED), 9) Country (REQUIRED), and 10) Email Address (REQUIRED). Above the first field, there is a small icon of a person and the text "Please enter the following information for an alternative emergency contact."

**Emergency Contact Info-Secondary (RM)**

Please enter the following information for an alternative emergency contact.

1) Emergency Contact Name (REQUIRED)

2) Relationship to participant (REQUIRED)

3) Daytime Phone Number (REQUIRED)

4) Evening Phone Number (REQUIRED)

5) Street Address (REQUIRED)

6) City (REQUIRED)

7) State (REQUIRED)

8) Zip Code (REQUIRED)

9) Country (REQUIRED)

10) Email Address (REQUIRED)

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 you will see the “**Alert Traveler App**” information. Please read and click the “Sign” button.

#### Alert Traveler App (accessible 90 days prior to departure) (RM)

The Alert Traveler App is a useful safety tool for anyone going out of the country. The free app sends safety alerts to your phone according to your GPS location as well as alerts based on your itinerary through Terra Dotta (our online application database). **This app will not be available for download until 90 days prior to departure (per your established program dates).**

THE OIE STRONGLY ENCOURAGES ALL EDUCATION ABROAD PARTICIPANTS TO DOWNLOAD THIS APP FOR THEIR TIME ABROAD.



**Alert Traveler Installation Instructions** (please follow instructions, don't just download):

1. Wait until at least 90 days prior to your departure, as listed for your program at [studyabroad.marquette.edu](https://studyabroad.marquette.edu).
2. Follow the instruction in the [Downloading & Activating the AlertTraveler App video](#).
3. If you would like more information on the application and what it can do, please watch the [AlertTraveler App User Guide video](#).

If you encounter any problems, please email [studyabroad@marquette.edu](mailto:studyabroad@marquette.edu) to let us know.

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.

  
 Sign

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.

Please read through the “**GDPR – General Data Protection Regulation Agreement**” and click the “**Sign**” button.

#### GDPR - General Data Protection Regulation Agreement (RM)

##### Collection and Use of Personal Information

To meet our obligations under the Family Educational Rights and Privacy Act (FERPA), and to process your application, grant your admission and to provide undergraduate graduate, and alumni services to you, you will be asked to provide your personal information to Marquette University (“MU”). Personal information is data that can be used to identify a single person. Personal information MU collects includes: name, date of birth, address, social security number, email, phone number, past school records, test results, financial information, including information you have submitted through FAFSA and any additional information necessary to establish and verify your eligibility for Federal student aid, and emergency contact information.

Your personal information will be collected, processed, retained and transmitted when MU processes your application, grants your admission and provides ongoing undergraduate, graduate and alumni services to you. For these purposes, MU may share your personal information with other departments at the university. MU departments who may receive your personal information include: Admissions, Advancement Athletics, Alumni Association, Campus Ministry, Career Services, Checkmate, your College, Counseling Center, Campus Ministry, Disability Services, the Division of Student Affairs, Office of Financial Aid, Graduate School and the Graduate School of Management, Human Resources, Heifer Rec Center, Information Technology Services, Office of International Education, Marquette Central, Marquette University Medical Clinic, Marquette University Police Department (MUPD), Parking Services, Rec Plex, Recreational Services, Office of Residence Life, SPARK, the Spirit Shop, Office of Student Development, Office of Student Educational Services, Student Employment Services, Student Health Services, Office of Student Loan Accounts, and the Title IX Office. If you study abroad, your personal information will be transmitted to Marquette and will continue to be stored at Marquette while you are abroad.

MU may also share your personal information with agencies and organizations outside the university. As an accredited university that receives federal funds, MU is required to collect, retain and transmit personal information to outside organizations and agencies including the Department of Education, the Internal Revenue Service, the Office of Civil Rights, the National Student Clearing House and others as necessary to fulfill MU's legal and regulatory obligations.

All personal data and information processed and retained will be handled in accordance with university policies and in compliance with applicable laws and regulations, and the principles of fairness, lawfulness, transparency and accuracy. If MU retains any personal data about you that is inaccurate, Marquette will correct that information. If MU collects personal data that is inaccurate, you have the right to have Marquette correct that information. If MU collects and processes personal data and information that is not provided directly by you, MU will, to the best of its ability, provide any available information as to the source of the data. MU may retain personal data and information for as long as it is necessary for the original purpose it was processed for.

MU may collect and process personal information that may be sensitive in nature. Sensitive data is data concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, genetics or biometric health, sexual orientation, gender identity, and criminal records. MU requests your consent to process, retain and transmit this data. To grant consent, please click “I Agree” at the bottom of this screen. Please note that you may revoke your consent at any time; however, revoking consent, or failure to give consent, will make it impossible to process your application, grant you admission and provide undergraduate, graduate and alumni services to you. Nevertheless, should you wish to revoke your consent, please contact MU IT Services at [dataprivacy@marquette.edu](mailto:dataprivacy@marquette.edu)

If you submit personal information to MU while you are located in the EU, the following additional rights apply to you:

- The right to obtain confirmation of as to whether your personal data is being processed, where it is, access to that data and a copy of that data (you may be charged a fee for the administrative costs associated with producing a copy);
- The right to object to the processing of your personal information and to restrict its processing;
- The right to have your personal information erased, unless MU is required by law, regulation or policy to keep it;
- The right to receive your personal information held by MU in a structured, commonly used machine-readable format and the right to transmit that data to another data controller.

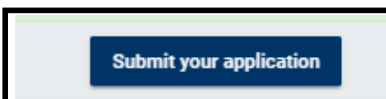
You also hereby waive any right to privacy or confidentiality regarding MU's reporting to the appropriate authorities if you are seriously ill, suffer an injury, are the victim or perpetrator of harassment, whether on or off campus, are the victim or the perpetrator of sexual or gender-based misconduct or of criminal behavior, whether on or off campus, and you grant MU staff, faculty, and administrators authority to report to the appropriate authorities any and all such incidents, under applicable laws, whether or not it involves disciplinary action.

For questions regarding this form, MU's data processing practices and policies, or data security, or if you wish to file a complaint please contact MU's Data Protection Officer at [dataprivacy@marquette.edu](mailto:dataprivacy@marquette.edu)

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.

 Sign

After all this information is filled out, click the “**Submit**” button at the top of the page.



After submitting your request, your travel location will be reviewed for health or safety concerns by the Office of International Education and Marquette Medical Clinic. Once approved, your information will go to the Dean of your college for confirmation and approval of your travel. Once your college approves, your status will change in the system and you will be emailed an approval confirmation on your trip with further information and steps you must take before you travel.

## 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.