

## 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.shtml>

**EMPLOYEE INTERNATIONAL TRAVEL GUIDELINES**  
OIE: Partnerships & Faculty Resources: 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 and, if the staff deems it necessary, by Marquette University offices of the General Counsel and Risk Management. 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, email notification will be sent to your Dean or Vice-President seeking final approval of your travel.

**REGISTER**

1. Click "Register"

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.

do not have Marquette University login credentials.

**Submit**

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

You will then be brought to the page below where you will login using your Marquette username and password.

**Please log in:**

**Username:** FredFlintstone6410@gmail.com

**Password:** .....

**Login**

[Forgot your password?](#)

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".

Next you will be brought to the “**MU Faculty and Staff Travel Registration**” page as shown below.

**MU Faculty and Staff Travel Registration**  
Registration Form

**Profile**

First Name:	Frank
Middle Name:	William
Last Name:	Frittsborg
Email Address:	FrankFrittsborg4410@gmail.com
CC Email Address:	

**Permanent Address**

Address:	6110 Halseth Blvd
City:	Inver Grove Heights
State:	MN
Province:	Minnesota
Zip Code (or Postal Code):	55077
Country:	United States

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:**

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

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

**Location:**

Find location:  enter city name here to find location ←

- Abu Dhabi, United Arab Emirates (Middle East)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Adelaide, Australia (Australia/Pacific Islands)
- Agra, India (Asia)
- Ahmedabad, India (Asia)
- Alicante, Spain (Europe)
- Amman, Jordan (Middle East)
- Amsterdam, Netherlands (Europe)

←

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”.

**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:  enter city name here to find location

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

Continue to scroll down to “**Employee Travel Information**”.

**Employee Travel Information:**

*(\*) Indicates the question is required.*

**1. What is the primary purpose of your travel? (\*)**  
 ←

**2. What is your academic department? (\*)**

**3. What is your in-country contact information? (\*)**  
 Include any information known (i.e. phone number, accommodation details)  
 ←

**4. Will you rent, lease or operate motor vehicles while abroad? (\*)**  
 ←

**5. Will you be taking any Marquette-owned property/collections? (\*)**  
 ←

**6. Will you be traveling with a spouse, family or other individual? (\*)**  
 If yes, list name & relationship.  
 ←

**7. Are you interested in connecting with alumni abroad during your travel? (\*)**  
 ←

1. Enter in the following information asked for in numbers 1 through 7 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, proceed to scroll down to “**Faculty /Staff Medical Information**”.

**Faculty/Staff Medical Information:**

*(\*) Indicates the question is required.*

**1. Do you have any allergies, medical conditions or prescriptions? (\*)**  
 ←

1. Answer the Yes or No question by using the drop down option as indicated above.

### Faculty/Staff Medical Information:

(\*) Indicates the question is required.

**1. Do you have any allergies, medical conditions or prescriptions? (\*)**

Yes

If yes, please explain:

4000 characters left

- If you answer "Yes" to the question, a section will appear for you to further explain.

Proceed to scroll down to the "Passport Information" section.

### Passport Information:

**Instructions:**  
Please enter the following passport information.

(\*) Indicates the question is required.

**1. Full Name on Passport (\*)**

**2. Passport Number (\*)**

**3. Country of Issuance (\*)**

**4. Expiration Date (\*)**

(Format: mm/dd/yyyy)

**5. Passport Upload (\*)**

Please upload the most recent copy of the information page of your passport. You can click on the yellow folder to attach a file from your computer. Make sure your passport is valid at least 6 months after your planned return date.

Font  Size  Format

- Enter in your "Full name as it is on your passport, passport number, country of issuance, expiration date and upload a copy of passport.
- To upload a copy of passport page, use a scanner to scan a copy onto your computer.
- Once scanned save in a folder or desktop to where you will be able to find it.
- Then click the yellow folder, which is circled above.

5. Another screen will appear where you will click "Choose File". You will then find where you save your copy of your passport and upload.
6. Then click "Submit".

Proceed to scroll down to "**Primary Emergency Contact Information**".

**Primary Emergency Contact Information:**

**Instructions:**  
Please enter the following information for your primary emergency contact.

(\*) Indicates the question is required.

**1. Emergency Contact Name (\*)**  
Wilma Flintstone

**2. Relationship to participant (\*)**  
Mother  
Other  
Sister  
Spouse  
Uncle

**3. Daytime Phone Number (\*)**  
651-333-3333

**4. Evening Phone Number (\*)**  
652-444-4444

**5. Street Address (\*)**  
6410, Rocky Road

**6. City (\*)**  
Bedrock

**7. State (\*)**  
Florida

**8. Zip Code (\*)**  
55077 (numeric data only: 0-9 and decimal point)

**9. Country (\*)**  
United States

**10. Email Address (\*)**  
WilmaFlintstone@gmail.com

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.

Proceed to scroll down to “**Secondary Emergency Contact Information**”.

**Secondary Emergency Contact Information:**

**Instructions:**  
Please enter the following information for an alternative emergency contact.  
(\* Indicates the question is required.)

**1. Emergency Contact Name (\*)**  
Barney Rubble

**2. Relationship to participant (\*)**  
Aunt  
Brother  
Father  
Friend  
Grandparent

**3. Daytime Phone Number (\*)**  
651-555-5555

**4. Evening Phone Number (\*)**  
651-777-7777

**5. Street Address (\*)**  
6411 Rocky Road

**6. City (\*)**  
Bedrock

**7. State (\*)**  
Florida

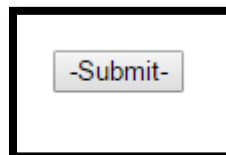
**8. Zip Code (\*)**  
55077 (numeric data only: 0-9 and decimal point)

**9. Country (\*)**  
United States

**10. Email Address (\*)**  
BamBam@gmail.com

1. We also require to input 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.

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



After submitting your request, your information will go to the head of your department and/or supervisor for confirmation. Once it is confirmed, your status will change in the system and you will be emailed with confirmation on your trip.