Trinity University Faculty / Staff International Travel Registration

All faculty and staff traveling abroad are required to register their trip in the TU International Portal (this website) and in the Smart Traveler Enrollment Program (STEP) by the U.S. State Department prior to Risk Management’s review. You will need the following details before you can submit your registration:

- Purpose of Travel
- Emergency Contact Information
- Contact Information Abroad
- Air & Ground Transportation
- Lodging Information

NOTE: You will need your exact travel dates and location(s) abroad in order to start your application so please have these details ready.

You will be notified via email if your trip is approved. Please allow 70 business days for review. Any questions or concerns should be directed to the Office of Risk Management at 994-8919 or riskmanagement@trinity.edu.
Security: Login (existing user)

To login, please enter your username and password in the form provided below.

Please log in:

Username:
Enter TU username here

Password:

Login

Forgot password?

New User Registration

New Administrative User:

If you are a new admin user of this site and require assistance logging in, click the link below which describes the type of user you are:

- Recommender
- Reviewer
- Staff

Trinity Applicants, use TU Secure Login.

If you are a Trinity University student or faculty member, please login using your Trinity username and password. If you have any login issues, please contact us at 210-956-8692 (More info: https://password.trinity.edu)
### Available Terms

#### Itinerary

Please select the arrival and departure dates for each destination. The dates must be chosen in the correct order. To modify the dates and location, click on the 'Add to itinerary' button.

<table>
<thead>
<tr>
<th>Current Itinerary</th>
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- **Arrival Date**: mm/dd/yyyy
- **Departure Date**: mm/dd/yyyy
- **Location**: Find location (enter city name here to find location)

- Ashken, Germany (Europe)
- Aalborg, Denmark (Europe)
- Aarhus, Denmark (Europe)
- Aberdeen, Scotland (UK)
- Abidjan, Ivory Coast (Africa)
- Accra, Ghana (Africa)
- Addis Ababa, Ethiopia (Africa)
- Alesund, Norway (Europe)
- Athens, Greece (Europe)
- Agadir, Morocco (North Africa)
- Agadir, Morocco (North Africa)
- Algiers, Algeria (North Africa)
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:** mm/dd/yyyy

**Departure Date:** mm/dd/yyyy

**Location:** Find location: Florence

If your destination city does not appear in the list below, you can run a search on the external location database to find the city entered above: Search

Florence, Italy (Europe)

[Add to itinerary]

[Apply] [Cancel]
After you select, “Add to Itinerary”, the location will appear at the top. You can select multiple locations.
Once you are done adding your locations, select, “Apply”.
Start date: 05/24/2021
End date: 05/31/2021

View program

Online application
- Travel Details

Get Started!
Enter your travel details, including your projected flight and lodging information in this section.

Online application

Travel Details

Please answer the questions below to the best of your ability.

1) Location(s) abroad (REQUIRED)
   Please list all the cities and countries where you plan to visit.
   Florence, Italy

2) Purpose of Travel (REQUIRED)
   To include research, conference, recruitment, etc.
   Research

3) How will you travel to your destination? (REQUIRED)
   Please provide your projected flight details to include flight numbers.
   Projected flight details: May 24: SA to Florence Delta #1; May 31: Florence to SA Delta #2

4) Lodging Information (REQUIRED)
9) Other travel destination(s) for work-related travel (REQUIRED)
Will you travel to other cities and/or countries.

- Yes
- No

10) Travel destination(s) for personal sojourn? (REQUIRED)
Include all cities and countries.

- Yes
- No

Auto-saved responses a minute ago

Part 1 of 2
Complete the details on Page 2, and select “Done”.
You have completed all the current requirements for this application. It is ready to be submitted to the office.

Online application

✔ Travel Details

Please answer the questions below to the best of your ability.

1) Department of State and CDC Travel Advisories (REQUIRED)
Indicates you have submitted your application.