

WHO

Global Safety &



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EMORY UNIVERSITY

WHO

Emory Global



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WHAT

International Travel Readiness & Information Portal (ITRIP)

EMORY UNIVERSITY



What is ITRIP?



Central Portal to Record Travel Plans

All Emory-related international travel by faculty, staff, and students must be recorded prior to booking.

Personalized Guidance

On University policies, requirements, and travel considerations specific to your destination and activities.

Access to Emory's Global Assistance Program

Including travel assistance services, international travel insurance benefits, real-time destination information, and safety alerts.

Timely Support During Emergencies

With the University able to quickly provide assistance and coordinate resources in the event of a medical, security, natural disaster, or other crisis abroad.

Peace of Mind

Knowing that your travel plans meet university requirements and that support is available wherever your travels take you.

Why?



Safety, Security, and Crisis Response

Emory Global Safety & Security regularly monitors global events and provides assistance to Emory travelers abroad for incidents large and small. A reliable record of international travel helps speed this assistance allowing Emory to **help you when you encounter trouble abroad.**

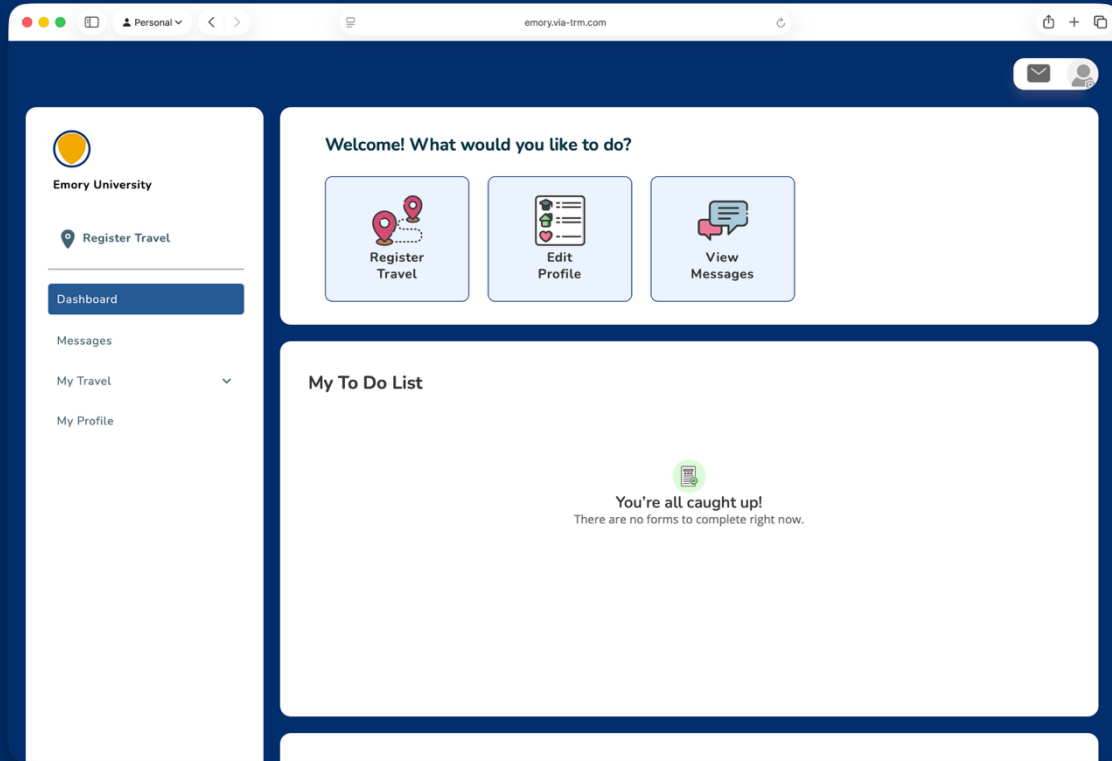
NSPM-33 Compliance

*“implement a **travel reporting program**, to include an **organizational record of international travel**, including sponsored international travel, for organization business, teaching, conference attendance, and research purposes”*

“[required of institutions] receiving federal science and engineering support “in excess of \$50 million per year”

HOW

Recording Your Travel



1. Visit Portal

2. Log-In With Your Emory
Credentials

HOW

Answer a Few Questions

1. Give Your Plan a Name
2. Select a Reason for Travel
3. Enter Your Travel Destination
4. Enter Your Travel Dates (or Tentative Dates)
5. Tell About Yourself
 - Are you under Emory visa sponsorship?
 - Do you conduct research?

HOW What Next?



No additional requirements

You will receive a message that you are **Emory Travel Ready** and can use one of Emory's approved travel agencies to book your travel.

Additional Requirements

Your travel may have additional requirements before you are ready. These can include:

- Research disclosure in INSIGHT
- Risk assessments for elevated-risk destinations
- Export control measures
- Special licenses needed
- Additional insurance required

WHEN

When is ITRIP

Starting?



System Live

ITRIP will be live
and you will be
able to enter
travel plans



Launch Date

ITRIP will be
announced and
required for all
upcoming travel
plans abroad

Questions?



Is it required for personal travel?

No, only Emory-related travel abroad is required to be entered in ITRIP.

Not Funded by Emory

Travel that is Emory-related must be entered, even if it is self-funded or funded by a third party.

Do I Still Need to Register with ISOS?

The ITRIP process includes registration with Emory's Global Assistance provider, ISOS. No additional step is needed.

Emory Healthcare Travel?

ITRIP is not required for travel on EHC business, but EHC employees traveling on University-sponsored travel still need to use ITRIP.

Insight Travel Declaration

ITRIP does not replace the Insight travel declaration process which may be needed for researchers.