

# REGISTER YOUR TRIP

Trip registration must be done 4 weeks in advance of all *international* trips or trips of faculty who have teaching obligations that must be covered during travel dates. It is strongly suggested that all *domestic* trips be registered at least 24 hours in advance.

**Do not alter this form; fill it out as is. Please type or write clearly, then bring a printed copy to Kayleigh or Shanna in 383 FASB.**

Full Legal Name (as it appears on your govt ID):			
U of U Title/Position:		UNID:	
Phone:		Email:	
Account # to be charged (if you don't know, ask your Supervisor/PI):		Official Name of the Account:	
First and Last Name of the Supervisor/PI/ Executive on the Account:			
Purpose of the Trip (needs to be 1-2 full sentences):			
If you are presenting, name of your presentation:			
If attending a meeting, who is the meeting with:			
Destination Location:		Travel Dates:	
If you are teaching, who will cover your class(es) while you are away:			
Name and Phone Number of Emergency Contact:			

A few notes:

- **New Students & Faculty:** Before your trip, bring to 383 FASB a completed Direct Deposit for Accounts Payable form and a voided check or deposit slip for your bank account. Note: Setting up Direct Deposit for *Accounts Payable* is *different* than setting up Direct Deposit for *Payroll*). Find the form here: [https://fbs.admin.utah.edu/download/secure/EE\\_DirDepForm.pdf](https://fbs.admin.utah.edu/download/secure/EE_DirDepForm.pdf)
- Even if you will have no expenses that need to be reimbursed, you still need to register your *international* trip for insurance purposes.
- The U of U International Insurance is required for all U of U employees. It is a reimbursable expense. Instructions will be emailed to the Traveler after their trip has been registered OR these instructions can be found here: <https://global.utah.edu/international-travel/employee-resources.php>. The Traveler must do the enrollment process; it is not done by the department travel facilitator.
- **Faculty:** If you do not register your *domestic* trip prior to travel, please email Shanna to let her know what dates you will be gone.

**NEED HELP? ASK KAYLEIGH or SHANNA in 383 FASB or EMAIL at:  
 Kayleigh: [u1148394@gcloud.utah.edu](mailto:u1148394@gcloud.utah.edu) Shanna: [shanna.futral@utah.edu](mailto:shanna.futral@utah.edu)**