The University of Tennessee, Knoxville International Travel Registration Faculty/Staff Process
This document was created using Firefox. Using a different web browser may cause slight differences in the way materials look visually.

If the term (semester) during which you will begin your international travel appears below, click ‘Apply Now’ to begin your International Travel Registration.

Terms (semesters) available for International travel registration as of today’s date are listed here. Terms become available at different times of the year. You may not see all terms all the time. Individuals may begin the international travel registration process as soon as all dates and location information is available (potentially even before IRIS travel authorization has been submitted).

Please read the Program Description for additional instructions and helpful information.
You are about to create an application. Are you sure you wish to do this?

Click ‘OK’ to continue the International Travel Registration.
In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.

Please indicate how you will be logging in:
- I have a UTK username and password.
- I have login credentials to this site that I received by email.
- I do not have login credentials to this site.

Select ‘I have a UTK username and password’ and click ‘Submit’.
Enter your UT netid, password and click 'Login'.

UTK Applicants, use UTK Secure Login.

New non-UTK Applicants, click on Programs, find a program and click on "Apply Now" before requesting a login.

Browser Requirements:

- You must have JavaScript enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.
Select the term (semester) during which your international business travel begins. Terms become available at different times of the year. You may not see all terms all the time.

Please input your departure and return dates. Please note: Personal travel before and after university business should NOT be included in this travel registration.

Click on the city, country (region) for all applicable portions of your travels. Click on ‘Add to Itinerary’. Repeat this step until all of your travel locations are in the selected box.

If the city is not listed, please email: itr@utk.edu.

No information will be saved from this page until you click “Apply”. This will create your application homepage.
Your International Travel Registration Home Page
(You may return at any time to this page on the website by going to http://studyabroad.utk.edu. Click on “Login” and log in with your UT Netid and password.)

Click on each item under, Signature Documents and Application Questionnaire(s) to read the information and instructions for completing the necessary steps.
This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete.

**Application Instructions**

**Alisa Lorraine Meador**

**Program:**

**Term/Year:**

**Deadline:**

**Dates:**

**Emergency Contact:**

**International Destination:**

**Application Questions:**

Click the follow-up questions and save it for later. Click Submit in order to complete an.

**Travel Health Notice (Warning)** is wholly voluntary. Knowledge the risks, dangers, and hazards described in the applicable warning to participate in international travel as an employee of the University. I agree, individually, and on behalf of my heirs, successors, assume all the risks, dangers, hazards, and responsibilities surrounding my participation in such international travel. To the maximum extent, and individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby release, waive, and forever discharge agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever arising out of my participation in the University, for any and all damages, losses or injuries (including death) I sustain to my person or property or both. I further agree, that even if the University has approved my travel to a country that is under a current travel warning of the University has not thereby accepted or assumed any risk or liability related to such travel.

In addition, I will complete the Travel Warning Questionnaire and submit the information to Lisa Bonds lbonds@utk.edu for con Management Committee.

I understand that by clicking on this agreement, I am signing a legal document. I acknowledge that I am the person whose name is listed below. By electronically signing this document, I am acknowledging that I have read, understand and will abide by this statement.

**Name:** Alisa Lorraine Meador

**Date:** 08/21/2016

[CLICK HERE TO SIGN DIGITALLY]
Items will be checked off as you complete the process.

<table>
<thead>
<tr>
<th>Title</th>
<th>Received</th>
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</thead>
<tbody>
<tr>
<td>Emergency Contacts (Faculty/Staff)</td>
<td></td>
</tr>
<tr>
<td>International Travel Registration</td>
<td></td>
</tr>
<tr>
<td>Destination Information (Faculty/Staff)</td>
<td></td>
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</tbody>
</table>

**Application Instructions**

- International Travel Registration must be completed and approved prior to travel.
- Locations and dates must match in the international travel registration and in IRIS for travel to be approved.
- Once check marks show beside the signature documents, a travel warning questionnaire is submitted and approved (if applicable), and you have completed the questionnaires as instructed, you have completed the registration and may logout of the system.

**Signature Documents**

- Assumption of Risk, Waiver, and Release of Claims (Travel Warning Countries) (Faculty/Staff)
- Travel Waiver and Information (Faculty/Staff)
You have completed your registration if you have these four checks with the required information. You may logout of the system.

If you are traveling to a country or specific area within a country with a State Department Travel Advisory Level 3 or Level 4 or CDC Health Warning (Level 3), approval must be obtained from the International Risk Management Committee before travel may commence.