

Registration for Travel Outside of California

Travelers must register all out-of-state and foreign business trips. Booking travel through Connexus' preferred travel agencies and supported online booking tools, except for SWABIZ (Southwest) automatically registers travel; otherwise, the traveler must register travel through the UC Away travel registration portal before an out-of-state trip occurs.

Registration is not required for travel within California

<https://policy.ucop.edu/doc/3420365/BFB-G-28>

FAQ:

Q: Does the international trip registration requirement apply to non-employee travelers?

A: Yes, trip registration for foreign travel is required for all university business travelers, whether employee or guest. Guests cannot register themselves through [UC Away](#) so a UC Davis staff member will need to process the registration for them. Remember, **if a guest's airfare is purchased through AggieExpense, their trip is automatically registered.**

Q: If booking through SWABIZ (Southwest Business), are travelers automatically registered?

A: SWABIZ purchases do NOT auto-enroll travelers in university insurance. You will still need to register those travelers separately in [UC Away](#). Please note: Southwest airlines tickets are available for purchase in AggieExpense which will automatically register the traveler. SWABIZ and AggieExpense are two separate entities.

Q: I purchased a flight through AggieExpense and the trip was canceled. When I reschedule my trip, do I need to re-register?

A: Yes. Trip registration is trip specific, so each trip needs to be registered on its own.

Q: I am currently abroad. Do I need to register my trip?

A: Yes. You should register your trip via [UC Away](#) by entering the current date as the "start" of your trip and entering the corresponding end date.

Q: I made a mistake registering my travel or changed my travel plans. Can I edit or delete an existing trip registration made through UC Away?

A: Trips registered through UC Away cannot be edited or deleted. You will need to register for a new trip.


Q: I am unsure if I registered a trip. How can I check if I did?


A: You can check the status of your registered trips by creating a Crisis24 Horizon account. Details for establishing your account can be found in the “Welcome” email that you receive when a trip is registered (either through [UC Away](#) or by booking travel via AggieExpense). Search your Inbox for an email from support@crisis24horizon.com.

Q: Do I need to register my Sabbatical trip?

A: Anytime UC is responsible for a traveler, they should be registered. UC needs to know where to send help if a natural disaster or other emergency happens.

UC Away





**RISK & SAFETY
SOLUTIONS**

Log in to Your Account

Enter Your Organization Email

[Continue](#)

[Contact our Service Desk](#)

You must use your ucdavis.edu email to log in.

The first page will give you an overview of UC Away Register Travel and at the bottom of the page will show you all your registered trips. Use Start Form to register a new trip.

UC Away - Register Travel

Cancel

Start Form

UC Away - Register Travel

Travel registration is an important risk management tool for university-related travel. If you are unsure what travel policies or protocols might pertain to your travel, consult your [campus Travel Risk Manager](#). Before you travel internationally, review the information on the UC Ethics, Compliance and Audit Services [International travel web page](#) and work with your location [Export Control Officer](#) for license, license exception, export declaration review and advice.

WHO: All out-of-state and international destination travelers (per University of California policy G-28 Travel Regulations). Travel booked via Concur/ConnexUC, with the exception of SWABIZ, is automatically registered and *does not have to be re-registered in UC Away*.

WHY: Registration provides information and alerts for your registered destinations; expedites emergency support from UC's security provider, Crisis24; and facilitates compliance with federal regulations.

INFO TO GATHER:

- Travelers' phone numbers, email - addresses, affiliated institutions
- Travelers' emergency contact information (optional)
- For international travel:
 - o Whether a non-UC party is compensating the traveler or paying for travel
 - o What equipment is being transported by travelers, including UC-owned electronic devices, specialized equipment, biological materials, or controlled data or other intellectual property

Document Name ▾

Document Name	ID	Document Sta...	Created Date
Untitled UC Away - Register Trave		DRAFT	Sep 10, 2025

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Fill out the sections on the form. You will need to rename the form and once it is filled out click the submit button on the top right corner of the page. Once submitted it will provide you a form showing your registration. **You will need to save as PDF and attach it to your expense report when you reconcile your trip.** You will also receive an email confirmation that your trip is registered.

UC Away

- Tell us where the traveler(s) will be and when they will be there. Travel alerts are currently based on the nearest airport, so this is a required field.
- If you do not know the lodging address, or if travelers on this trip will be at different addresses, enter the City, State/Province (if relevant), and Country.
- For example, if the destination is "Cremona, Italy" enter this as the lodging address, but also enter the nearest airport. For Cremona, Italy this would be LIN - Milan Linate. This will ensure travelers receive the most relevant travel alerts.

Destination/Lodging Details *

[Add New](#)

Traveler *

Additional travelers for this trip can be added by selecting 'Add New'. Only list travelers you wish to register.

[Add New](#)

Please identify the reason(s) for this trip. *

Select all that apply.

- ☐ Academic Instruction
- ☐ Administrative Activities (including meetings)
- ☐ Clinical Service
- ☐ Conference
- ☐ Internship
- ☐ Journalism
- ☐ Organized Recreation
- ☐ Present a Lecture
- ☐ Public Service
- ☐ Research
- ☐ Study Abroad Program
- ☐ Training
- ☐ Vacation/Personal Travel
- ☐ Other

International Travel *

Are you traveling to an international destination?

- ☐ Yes
- ☐ No

AggieExpense – Trip Registration

When you choose a Destination of Out of State or Foreign for Destination on your Report Header you will be required to note if you registered your trip.

Report Header

TEST | \$200.00

* Required field

User ID 10212181	Policy * *T&E/Prof Expenses	Report Type * 1. Travel - Less than 30 Days	Destination * Search by Text 1. In State 2. Out of State 3. Foreign
Report Name * TEST	Event/Trip Purpose * Conference Attendee	Business Purpose * test	
Event/Trip End Date * 08/26/2025	Exception requested: spouse/partner or other traveler(s) expense No	Preparer Email * tlorberts@ucanr.edu	1. Direct Deposit/Paper Ch...

Within the expense one of the questions that is required is Trip Registration if you have not registered you will not be able to submit the report. The trip will automatically register if you book through Connexus (not Swabiz) or you must self-register through [UC Away](#). You will receive an error in the report if you choose option 3.

Airfare	
Transaction Date * 08/22/2025	Airline United Airlines
Departure Airport * (SMF) Sacramento, CA, USA	Arrival Airport * (BOI) Boise, ID - Boise Air Terminal, USA
Trip Registration * Search by Text 1. Booked in AggieExpense 2. Self registered with UC Away 3. Did not register trip	Ticket Number
Airfare Upgrade Justification	Foreign Carrier? No
	Class of Service * 1. Economy
	Payment Type Out of Pocket

Error: Please register your trip with UC Away and attach proof of that registration, then submit the report.