Registration for Travel Outside of California

Travelers must register all out-of-state and foreign business trips. Booking travel through Connexxus' 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 <u>UC Away</u> 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 <u>UC Away</u>. 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 <u>UC Away</u> 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.

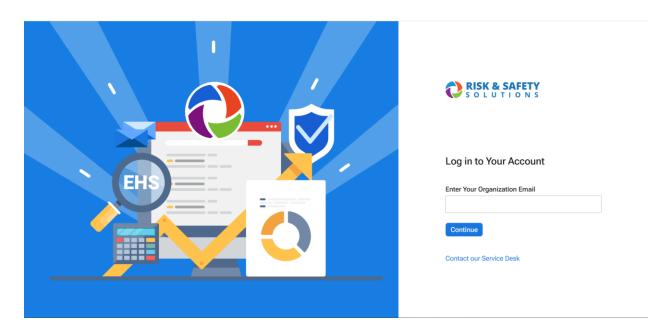
Q: I am unsure if I registered a trip. How can I check if I did?

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



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



UC Away - Register Travel

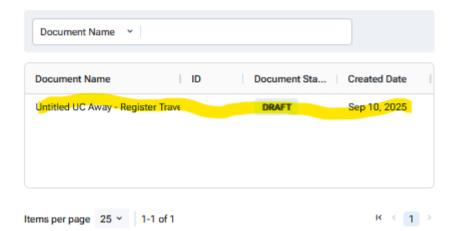
Travel registration is an important risk management tool for university-related travel. If you are unsure what travel policies or protocols might pertain to your travel, consult your <u>campus Travel Risk Manager</u>. Before you travel internationally, review the information on the UC Ethics, Compliance and Audit Services <u>International travel web page</u> and work with your location <u>Export Control Officer</u> 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 reregistered in UC Away*.

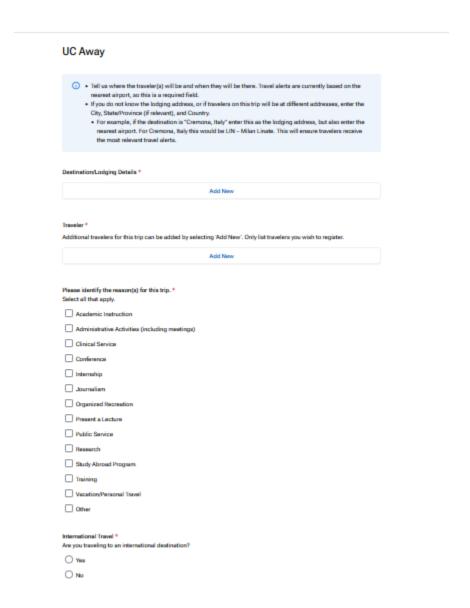
WHY: Registration provides information and alerts for your registered destinations; expedites emergency support from UC's security provider, Crisis24; and facilitates compliance with federal regulations.

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
- What equipment is being transported by travelers, including UC-owned electronic devices, specialized equipment, biological materials, or controlled data or other intellectual property



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.



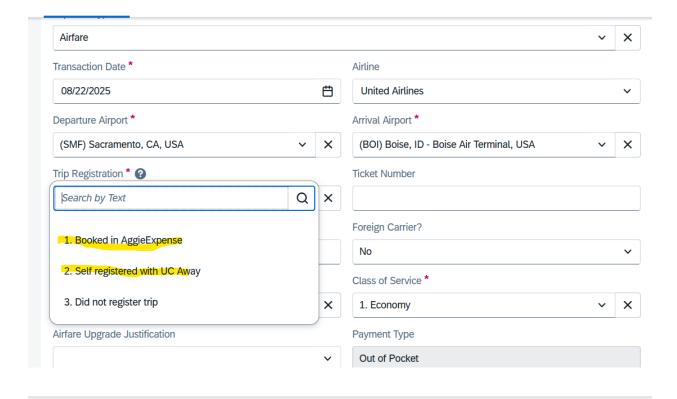
AggieExpense - Trip Registration

Report Header

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.

TEST \$200.00 * Required field User ID Policy * Report Type * Destination * 10212181 Search by Text Q *T&E/Prof Expenses 1. Travel - Less than 30 Days ~ X X Business Purpose * 4/500 1. In State Report Name * Event/Trip Purpose * TEST Conference Attendee × \Box 2. Out of State Exception requested: spouse/partner or 3. Foreign Event/Trip End Date * 3 other traveler(s) expense Preparer Email * 08/26/2025 tlroberts@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 <u>UC Away</u>. You will receive an error in the report if you choose option 3.



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