

# UC Davis International Travel Policy

Per UC Davis' new international travel policy [PPM 300-32](#):

- ➔ All international travel on university business must be registered
- ➔ “High-risk” travel is subject to review

Travel booked through AggieTravel is automatically registered and no further steps are necessary to register a trip.

Trip registration provides UC Davis travelers with a number of benefits including customized, location-specific alerts to mitigate weather, health, security, and transportation disruptions; access to important travel insurance and emergency contact information; and timely responses—to include emergency evacuation—in the event of medical or security-related incidents.

*Global Affairs is committed to providing critical travel security resources and tips for UC Davis travelers.*

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**UC DAVIS**  
**GLOBAL AFFAIRS**

# CHANGES TO AGGIE TRAVEL

As a result of the new International Travel Policy PPM 300-32, we added a way to indicate how your trips are registered. When claiming airfare on an AggieTravel report, you'll now see a field labeled, "Trip Registration."

There are three options to choose from:

## 1. BOOKED IN AGGIETRAVEL

If you made your airfare reservations through AggieTravel, select option #1 and take no further action. It doesn't matter how you paid, just that you booked through AggieTravel is enough. You can also select this option if you used STA Travel or Anthony Travel to arrange the trip.

## 2. SELF REGISTERED WITH UC AWAY

If you purchased your airfare outside of AggieTravel, but you registered your trip online with UC Away at [ehs.ucop.edu/away](https://ehs.ucop.edu/away), select option #2 and attach the email confirmation you received from Worldcue to the report along with your other receipts.

## 3. DID NOT REGISTER TRIP

If you did not register your trip, select option #3. Effective July 16, 2018, you are required to complete the Failure to Register form which requires a signature by your department head, dean, or chair. The form is found in your AggieTravel report under *Print/Email*.

Travel Help Desk  
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