



FLORIDA A&M UNIVERSITY

OFFICE OF INTERNATIONAL EDUCATION AND DEVELOPMENT

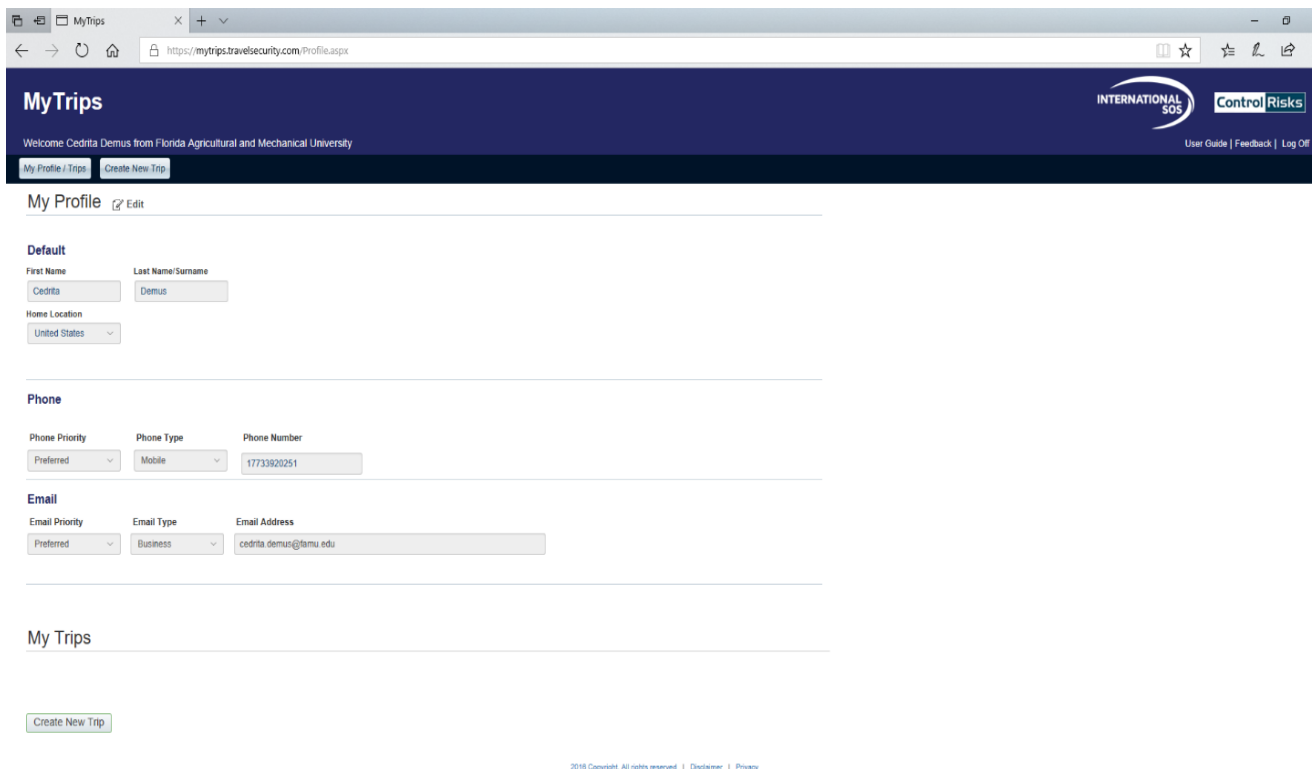
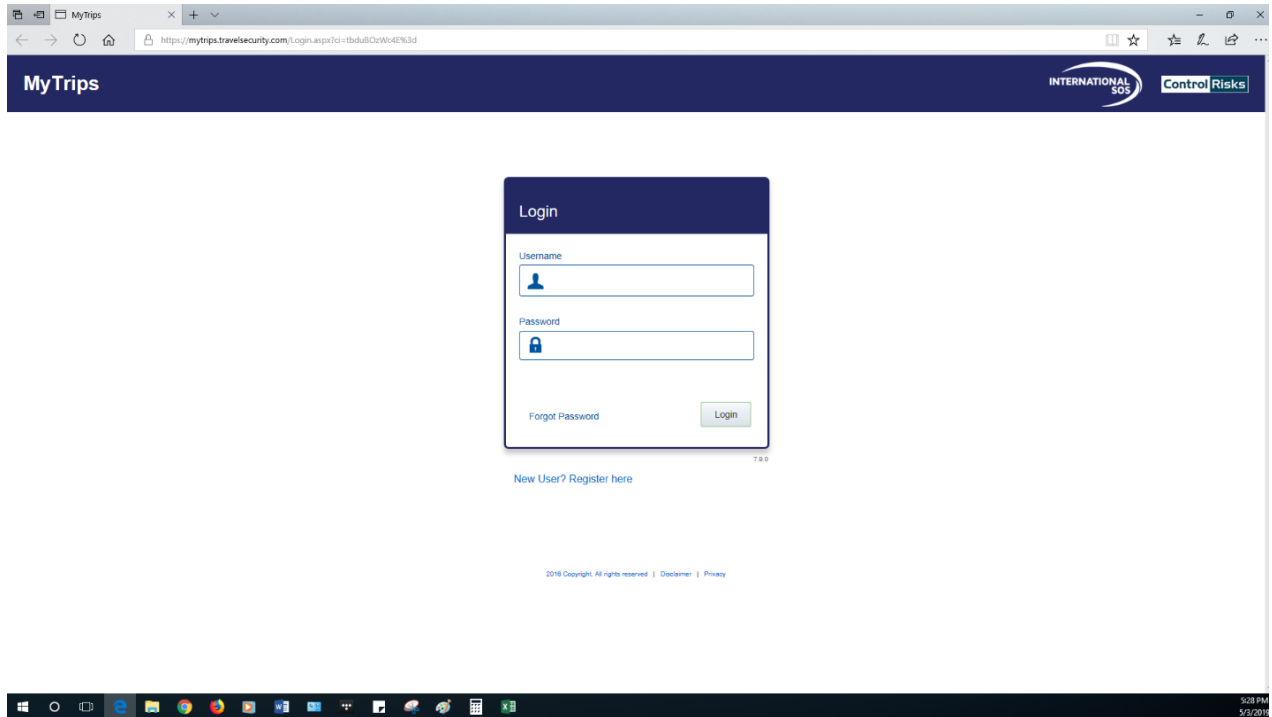
Presents Foreign Travel Request Processes

The bullet points are tips that can assist you in creating a smoother Request for Foreign Travel Process.

- Plan your travel accommodations; flight, hotel, train, ground transportation.
- Create a new trip in International SOS
 - <https://mytrips.travelsecurity.com/Login.aspx?ci=tbduBOzWc4E%3d>
 - Add all of the information that applies to you; flight, hotel, ground transportation and train information.
 - **Note:** If you are a first time user you will have to create a profile and new password. This system is not linked to your famu.edu account. Once you' ve created an account you must confirm your email address before entering your accommodation information.
- Complete the *Request for Foreign Travel* (RFT) and receive signature from the Dean of your department.
- Drop off the RFT in the Office of International Education and Development (OIED) to receive signature from the Assistant Vice President of OIED
- OIED will take the document to the Provost for signature.
- The Provost office will sign and send the document back to OIED.
- OIED will send the document to the Presidents office.
- The President signs the document and returns it OIED.
- OIED will contact the necessary parties to retrieve the document.
- Travel Representative

- Create the travel authorization in iRattler once the request for foreign travel has been sent to OIED.
- Once the request for foreign travel has been returned, you can submit the TA for approval. Be sure to send the request for foreign travel to traveldocs@famu.edu before you submit the TA.

Steps to register and add your trip information



User Registration for Florida Agricultural and Mechanical University Travellers

If you are not travelling for Florida Agricultural and Mechanical University then please click [here](#) to contact our helpdesk for assistance with the registration.

Title **First Name** **Mi** **Last Name**

Organisation Email Address (User Name) **Password**

Re-Enter Password

Security Question1 **Security Question2**

Answer 1 **Answer 2**

I have read the [privacy policy](#).

Note: Submit button will remain greyed out until the traveller clicks the checkbox. Once the traveller ticks the checkbox then Submit button will be operational.



Create New Trip

Trip Name *



Click on the tabs to create your trip segments



MyTrips

Welcome Cedrita Demus from Florida Agricultural and Mechanical University

INTERNATIONAL SOS Control Risks

User Guide | Feedback | Log Off

My Profile / Trips Create New Trip

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight Round-trip Add Accommodation Add Train Add Ground Transportation

Airline *
Airline
Please select Unknown Airline (YY) if you can't find the airline.

Departure City *
Departure city

Arrival City *
Arrival city

Confirmation Number
Confirmation number

Flight Number *
Flight number

Departure Date/Time *
[Calendar] [hr] [min]

Arrival Date/Time *
[Calendar] [hr] [min]

Airline *
Airline
Please select Unknown Airline (YY) if you can't find the airline.

Departure City *
Departure city

Arrival City *
Arrival city

Confirmation Number
Confirmation number

Flight Number *
Flight number

Departure Date/Time *
[Calendar] [hr] [min]

Arrival Date/Time *
[Calendar] [hr] [min]

Save Cancel

2016 Copyright. All rights reserved | Disclaimer | Privacy

9:33 PM 5/9/2019

MyTrips

Welcome Cedrita Demus from Florida Agricultural and Mechanical University

INTERNATIONAL SOS Control Risks

User Guide | Feedback | Log Off

My Profile / Trips Create New Trip

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight **Add Accommodation** Add Train Add Ground Transportation

Name *
Hotel name

Check-in Date *
[Calendar]

Check-Out Date *
[Calendar]

Address *
Address

Latitude
Latitude

Longitude
Longitude

Phone Number
Phone number

Confirmation Number
Confirmation number

Save Cancel

2016 Copyright. All rights reserved | Disclaimer | Privacy

9:33 PM 5/9/2019

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Train Carrier *	Departure City *	Arrival City *	Confirmation Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Train Number *	Departure Date/Time *	Arrival Date/Time *	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	

Create New Trip

Trip Name *
Trip Name/Trip ID/Confirmation #/PNR Record Locator

Click on the tabs to create your trip segments

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name *	Pickup City *	Dropoff City *	Confirmation Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Pickup Date/Time *	Dropoff Date/Time *	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	

University Portal

The main portal has information about your travel location and trainings you can complete. You may access the main Int'l SOS Portal at <https://www.internationalsos.com/#>

Membership number is: 11BCAS789420

FLORIDA A&M UNIVERSITY
TALLAHASSEE, FLORIDA • EST. 1887

INTERNATIONAL SOS
WORLDWIDE REACH. HUMAN TOUCH.

Search for a Location or Disease [Search]

HOME CONTACT US FAQs MEMBERSHIP BENEFITS SIGN OUT

Location List
Please select a location

Disease & Prevention
Please Select

- All Active Alerts
- Travel Advice
- Security Advice
- Email Subscriptions

Print/Email Report

Email Alerts

Travel Security Online
Please select a location

- Global Risk Ratings
- Global Security Headlines

Welcome to the Florida Agricultural and Mechanical University Global Assistance Program

Rest assured that whenever you travel internationally or live abroad, Florida Agricultural and Mechanical University has a 24/7 resource on call, online and even on the ground to help with any medical, security and logistical questions, concerns and situations that may arise. So if you need a medical referral, lose your medication, seek pre-travel advice or experience a medical or security crisis, Florida Agricultural and Mechanical University has a fully integrated program in place so you receive the care and expertise that you need, wherever and whenever you need it.

Florida Agricultural and Mechanical University partners with International SOS, the leading medical assistance, international healthcare and security assistance company. Travel security services are provided by a joint venture of International SOS and Control Risks, the world's leading security risk management firm.

Take advantage of this powerful resource by calling an International SOS assistance center, which has physicians, multilingual coordinators, operations managers, logistics support personnel and medical and security professionals on hand to speak with you.

Also, prepare yourself by browsing through our various medical and security online tools and signing up for our alerts.

DOWNLOAD YOUR ASSISTANCE APP
Up-to-date travel security analysis, medical information and 24/7 assistance in the palm of your hand.

Download the Free Assistance App from www.internationalsos.com

Keep this card handy as you travel

Print Card

MyTrips Personal Travel Locator

Training Hub

Certificate of Assistance

eGuide: Intro to Membership

Pandemic Flu

powered by:
INTERNATIONAL SOS Control Risks

[Tell us what you think](#)

Disclaimer Privacy

Travel security advice provided in this report represents the best judgment of AEA International Holdings Pte. Ltd. and Control Risks Group Holdings Ltd. Medical and health advice provided in this report represents the best judgment of AEA International Holdings Pte. Ltd. Advice in this report does not however provide a warranty of future results nor a guarantee against risk.

© 2019 AEA International Holdings Pte. Ltd. and Control Risks Group Holdings Ltd. All rights reserved. Reproduction (other than for authorised internal purposes) is prohibited except with the prior written consent of the copyright owners.