

## High-Risk Destination Travel (Risk level 4+ in Concur)

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This guide contains information provided by the Office for Global Engagement ([global.utah.edu](http://global.utah.edu)) about international travel to a high-risk destination. Please contact their office for more info, or with international insurance questions.

According to University [Rule R3-030D](#), "High-Risk Destination" means a country or area that the Office of Global Engagement determines is at a high, severe, or extreme risk rating based on risk assessment analysis organizations and providers such as [DOS Travel Advisories](#), [CDC Travel Health Notices](#), [Riskline](#), and [Crisis24](#).

1. At least three weeks prior to the departure date, University community members shall register their University-related International Travel in UTravel and Reimbursement Services Concur System and receive a Request ID.
2. Following registration, the SAP Concur System distributes instructions to the travel planner on how to register in the International Travel Registry.
3. If the travel is to, or passes through a high-risk destination, the Global Risk Manager is required to review the trip details for purposes of the approval described below.

In determining whether to approve University-related international travel to a high-risk destination, the Global Risk Manager or the GTOC, shall consider:

- the academic need and appropriateness of the travel;
- the traveler's demonstrated knowledge of the destination(s) and relevant travel risks;
- the traveler's demonstrated understanding of relevant risk prevention and mitigation strategies;
- the University's understanding of access and availability of international support and assistance to the traveler in the destination(s).

### How the process will look in Concur:

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If your travel Request header destination, air segment, car rental, or hotel booking involves a high-risk destination, Traveler Consent will be required. See below for instructions on how to provide traveler consent in Concur.

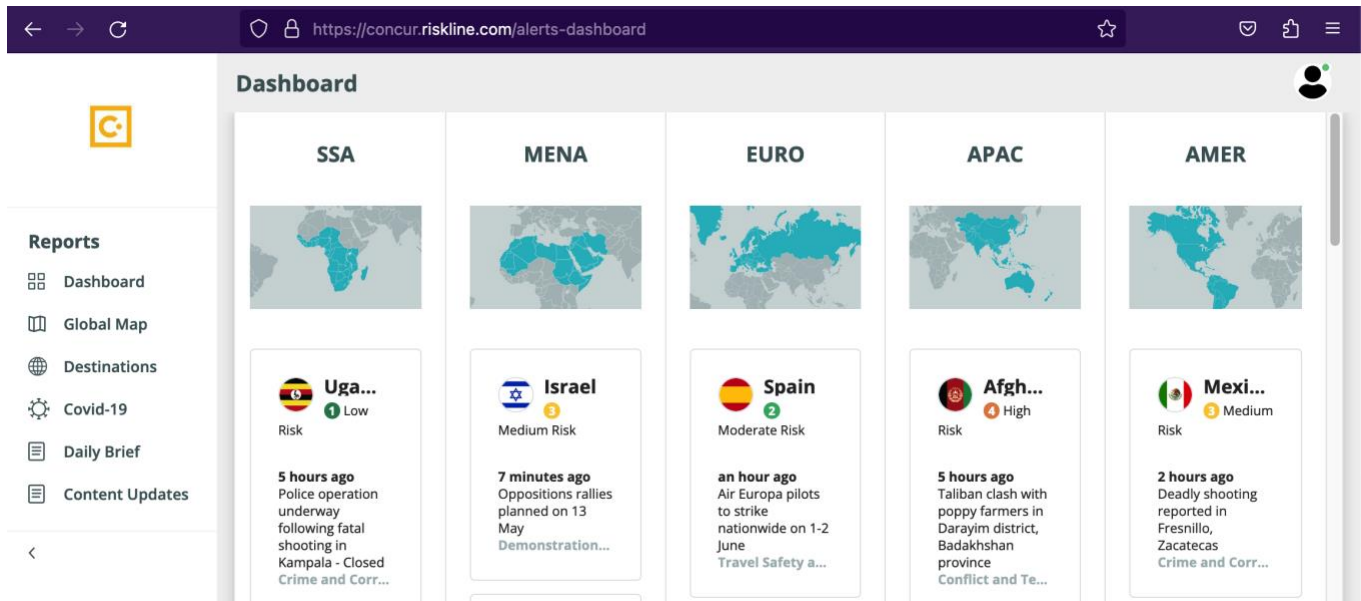
Once your Request has been created, an alert will pop up at the top of the Request Header informing you Traveler Consent is required. Click the View link in the alert.

The screenshot shows a Concur interface with a navigation bar at the top containing "Manage Requests" and "Process Requests". Below the navigation bar is an "Alerts: 2" section with a blue expand/collapse icon. The main content area is titled "REQUEST" and contains two alert messages. The first alert is highlighted with a red border and contains a red information icon, a red exclamation mark, and the text: "Missing required field: Traveler Consent. Please review your Travel Advisory. View". The second alert contains a yellow warning icon, a triangle, and the text: "This request to travel to or through a 'High-Risk Destination' requires approval by the Global Risk Management Team, who will approve the request or be in touch shortly." View. At the bottom of the alert area, there are two buttons: "Copy Request" (blue) and "Submit Request" (red). Below the alert area, the text "Test Global Risk" is displayed with a trash icon, followed by "Not Submitted | Request ID: CPDY". At the very bottom, there are three dropdown menus: "Request Details", "Print/Share", and "Attachments".

You must click the Travel risk advisory link before you're able to check the Traveler Consent checkbox.



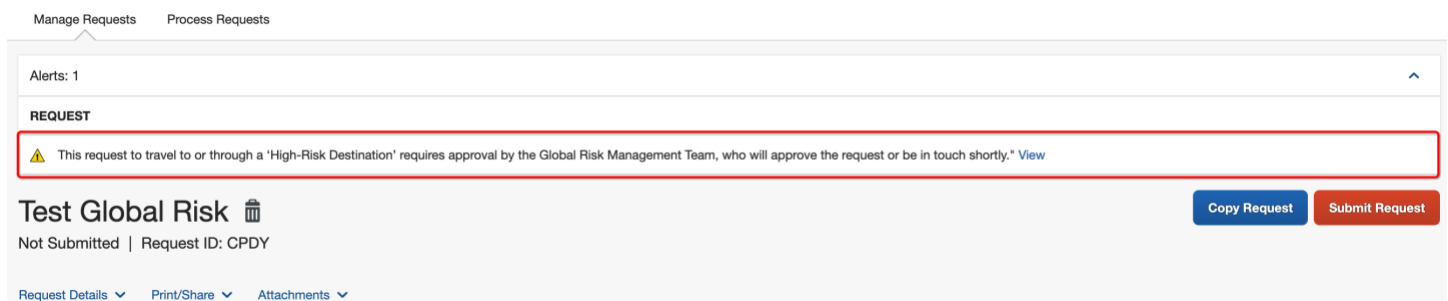
Click the Travel risk advisory link to view info about the destination(s). The link will open in a new tab where you can view the Riskline Country Summary with detailed information about the travel risks and prevention/mitigation strategies.



Once the Travel risk advisory link has been clicked, check the Traveler Consent checkbox. Click Save.



A second alert will also appear, informing you that the request to travel to or through a 'High-Risk Destination' requires approval by the Global Risk Management Team, who will approve the request or be in touch shortly. *You won't need to take further action unless contacted by the Global Risk Manager.*



## To access the Traveler Consent checkbox or Travel risk advisory link from Request:

Locate the Request. Go to Request Details > Travel Advisory

The screenshot shows the 'Manage Requests' interface. At the top, there is a yellow alert bar with 'Alerts: 3'. Below that, the request title is 'Risk level demo \$4,500.00' with a 'Copy Request' button and a 'Recall' button. The status is 'Pending Global Risk Manager Approval' and the Request ID is 'CKVN'. There are three tabs: 'Request Details', 'Print/Share', and 'Attachments'. A sidebar menu on the left includes 'Request', 'Request Header', 'Request Timeline', 'Audit Trail', 'Linked Add-ons', and 'Travel Advisory' (which is highlighted with a red box). The main content area shows a table with columns: 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'. The table has one row: 'Ticket', 'Salt Lake City (SLC) - Kabul (KBL) : Round Trip', '06/09/2023', '\$4,500.00', '\$4,500.00'. Below the table, there is a 'Linked Add-ons' section with a 'Travel Advisory' link highlighted in a red box.

## What Should I Be Aware of if I'm Traveling to High-Risk Destination(s)?

- University travelers should be aware that travel to or through High-Risk Destination(s) carries additional health, safety, and security risks and should work to inform themselves of those risks, how to prevent accidents and mitigate situational severity, and what assistance resources and support is available in the destination(s).
- The University recommends that all travelers who are U.S. citizens register their University-related International Travel with the [DOS Smart Traveler Enrollment Program \("STEP"\)](#), a free service that alerts travelers about important safety concerns in destination(s) and enables the DOS to better assist U.S. citizens traveling abroad in the event of an emergency. The University recommends that non-U.S. citizens contact their home country governments to inquire about additional available registration and support.
- All participants in University-related International Travel are strongly encouraged to inform themselves about risks in travel destination(s) by reviewing [U.S. DOS](#) and the [CDC](#) websites for updated notices and advisories, along with other relevant health, safety, and security resources.

*For questions about high-risk destination travel, international travel insurance, learning abroad or other global programs:*

### CONTACT THE OFFICE FOR GLOBAL ENGAGEMENT

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*For questions about Concur Request, Expense Reports, or for travel advisor assistance booking or reserving travel:*

### CONTACT TRAVEL SERVICES

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