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
### Create New Trip

**Trip Name:**
- Enter the name of the trip.

**Add Flight**
- **Departure City:**
  - Enter the departure city.
  - **Destination City:**
  - Enter the destination city.
  - **Trip Number:**
  - Enter the trip number.

**Add Accommodation**
- **Arrival City:**
- **Arrival Date:**
- **Arrival Date Time:**
- **Save**

**Add Train**
- **Arrival City:**
- **Arrival Date:**
- **Arrival Date Time:**
- **Save**

**Add Ground Transportation**
- **Pickup City:**
- **Dropoff City:**
- **Confirmation Number:**
- **Save**

### Additional Information

**Name:**
- Enter the name of the passenger.

**Pickup City:**
- Enter the pickup city.

**Dropoff City:**
- Enter the dropoff city.

**Confirmation Number:**
- Enter the confirmation number for the ground transportation.

**Save**
- Save the trip details.

**Cancel**
- Cancel the trip creation.
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