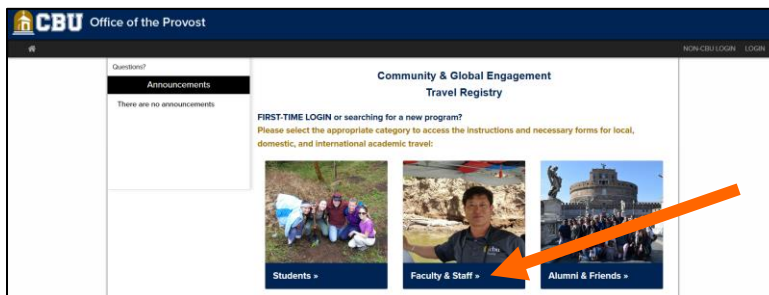


Online Travel Registry Instructions

Faculty Leader - Step 2: Group Pre-Departure Logistics Travel Documentation

Go to <https://calbaptist.terradata.com/>

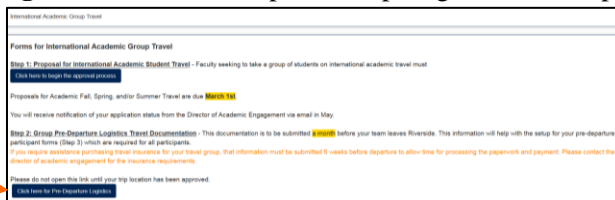
Select **Faculty & Staff**



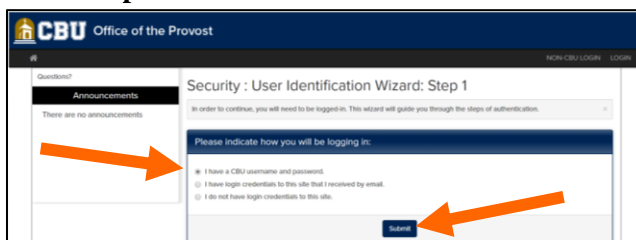
Select **International Academic Group Travel**



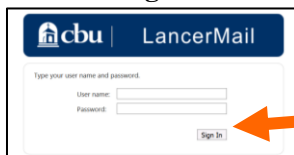
Select the **Pre-Departure Logistics** link under Step 2: Group Logistics Pre-Departure Travel Documentation



Select **I have a CBU username and password** and click **Submit**



Enter your CBU Username and Password and click **Sign In**

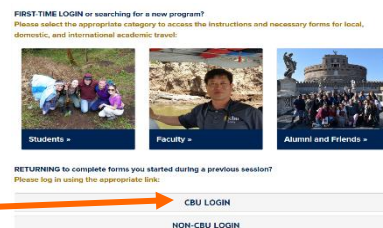


****IMPORTANT LOGIN INFORMATION****

After the initial login, please **DO NOT USE THE METHOD ABOVE FOR RETURNING TO THE SYSTEM** in order to complete and submit your forms.

Please go to <https://calbaptist.terradata.com/> and log in using the **CBU LOGIN** button near the bottom of the page under RETURNING. Logging in using the method described in this instruction sheet multiple times will open multiple forms for the same travel experience.

Please DO NOT start a new form each time you log in for the same program.



Your Home Page : Available Program Terms

To create your application, Select the term and year to which you are applying. After adding your itinerary, click on the 'APPLY' button at the bottom of the page to begin filling out the forms.

Available Terms

Terms

☐ Spring, 2018

☐ Spring, 2019

☒ Summer, 2018

☐ Fall, 2018

Apply

You will see this page containing your pre-departure logistics.
Click on the blue link to access the questions.

Program Application Page (Pre-Decision)

Aura Donaldson	Application
Program: International Group Travel: Faculty Pre-Departure Documentation	Click the link(s) below to view and complete the following online form(s). You may begin a form and save it for later completion, but note that you must click SUBMIT in order for the form to be logged as complete and ready for review.
Term/Year: Spring, 2019	Title
Deadline: 08/10/2018	Faculty Pre-Departure Travel Documentation
Dates: TBA	Received <input type="checkbox"/>

****Disregard the Deadline. We have many groups traveling throughout the year and this deadline may or may not be accurate depending on your group travel dates****

Complete the form. You may enter information on this form and use the **Save** button to save your information until you are ready to submit it. **Your form is not considered complete and cannot be reviewed until you click the “Submit” button to submit your responses.**

Application : Travel Form

Faculty Pre-Departure Travel Documentation

Applicant Name: [REDACTED]

Program: International Group Travel: Faculty Pre-Departure Documentation

Term of Study: Spring, 2019

WARNING: Please remember to save your responses frequently, as your session will time out after 59 minutes.

Faculty Pre-Departure Travel Documentation:

(*) Indicates the question is required.

1. Leader Name(s): (*)

Please list the name of all faculty/staff leaders for this experience.

2. Flight Itinerary - Departure Date: (*)

...

21. Additional Documentation (*)

On occasion, you will have students who live very close to the airport or the event and will request permission to meet you at the airport or the event. You may also have students who continue to travel with family after your trip.

If you approve this request, they will need to submit the following documents to you. Please keep these documents on file in the office and take a copy with you.

If they are being dropped off by friends and family they only need to submit this form:
Refusal of CBU Transportation

If they are driving to the location they also need to submit this form:
Authorization to Operate Personal Vehicle-Driver

Please read the statement below and

Please select one

IMPORTANT REMINDER: You may enter information on this form and use the **Save** button to save your information until you are ready to submit it. **Please remember that your form is not considered complete and cannot be reviewed UNTIL YOU CLICK THE SUBMIT BUTTON to submit your responses.**

Save Submit