

Register Your Travel

IT'S HARD TO HELP YOU, IF WE CAN'T FIND YOU

STEP 1: REGISTER YOUR TRIP

Trip registration is required each time you travel out-of-state or overseas on University business. It's helpful to use the same email address each time you register your travel.

- If you book your travel through the UC Travel Center: Your travel itinerary will automatically be registered with **iJET/Worldcue**.
- If you did not book your travel through the UC Travel Center: Register your travel through Away <https://ehs.ucop.edu/away>

NOTE: If you use the Away site to register travel for someone else, be sure to **ENTER THE TRAVELER'S CONTACT INFORMATION (NOT YOUR OWN)** so that the person traveling can receive timely alerts from iJET while traveling.

STEP 2: WELCOME EMAIL

After registering your travel, check your email for a "welcome email" from **iJET/Worldcue**.

Be sure to click this link to activate your account.

EMERGENCY CONTACT & TRIP BRIEF It is important to make sure this information is up-to-date. Please click the trip brief link below, which contains

[Click here to activate your account.](#)

Worldcue Mobile APP Available- You can now

TRAVEL ALERT LISTSERV: If you manage travel in your department, please join our travel listserv for announcements that may affect those in your department by emailing: **QSPQFSUBTVBMUVTFEV**

STEP 3: UPDATE YOUR EMERGENCY CONTACT INFORMATION

After you activate your account with **Worldcue/iJET**, complete your profile by updating your emergency contact information <https://traveler.worldcue.com>. The failure to enter this information may result in communication delays or difficulties in the event of an emergency.



Questions? Contact OGGJDFG Risk Management by phone: **(831) 459-1458** or by email: propertycasualty@ucsc.edu <https://risk.ucsc.edu/insurance/insurance-programs/travel-insurance.html>