

# UB Traveler Assist<sup>+</sup>

Powered by International SOS

All faculty, staff and students must register for and submit their trip itineraries to International SOS, the University at Buffalo's emergency assistance provider, when traveling internationally on UB's sponsorship.

## ALL FIRST TIME USERS

### Register with the International SOS Web Portal

- Enter the International SOS Web Portal

[myportal.internationalsos.com/WebPortal](https://myportal.internationalsos.com/WebPortal)

- Click **Get Started**.
- Type your UBIT Email.

**DO NOT CREATE AN ACCOUNT**

- Update your profile.

Your profile is registered and linked to UB's SSO.

## STUDENTS

Students should consult their department or program office for guidance on submitting their itinerary.

## BEFORE ALL INTERNATIONAL TRAVEL

### Upload Your Trip Itinerary

If you book your trip through **Concur**, your trip itinerary is automatically uploaded to International SOS and no further action is required.

For trips **not** booked through Concur, either manually upload your trip itinerary or forward it from your UBIT email.

## FORWARD FROM YOUR UBIT EMAIL

- Forward your itinerary **exactly** as you receive it, including any email attachments, using your **UBIT** email.

### For Faculty and Staff

MAIL TO

[UBTravel@itinerary.internationalsos.com](mailto:UBTravel@itinerary.internationalsos.com)

### For Travel Preparers

MAIL TO

Traveler's email

**CC:** [UBTravel-TO@itinerary.internationalsos.com](mailto:UBTravel-TO@itinerary.internationalsos.com)

## MANUAL UPLOAD

- Go to **My Trips** in the International SOS Web Portal. [myportal.internationalsos.com/WebPortal/MyTrips](https://myportal.internationalsos.com/WebPortal/MyTrips)
- Log in using your UBIT username and password.

**Concur Request trips cannot be edited. Use Add a Trip for detailed itineraries.**