Risk Management and Environmental Health & Safety (RMEHS)

Cal State LA
Navigating Terradota (Travelers)

Terradota- Travelers

Step 1: Login with Cal State LA credentials and create a profile

→

Step 2: Add New Trip

→

Step 2A: Add trip infomation
- Trip name (e.g. conference)
- Reason for travel
- Destination & travel dates

→

Step 3: Fill out itinerary completely

↓

Step 4: Fill out 'Form Section"

←

Step 5: Review essential Content

←

Step 6: Save and submit RMEHS Approval

←

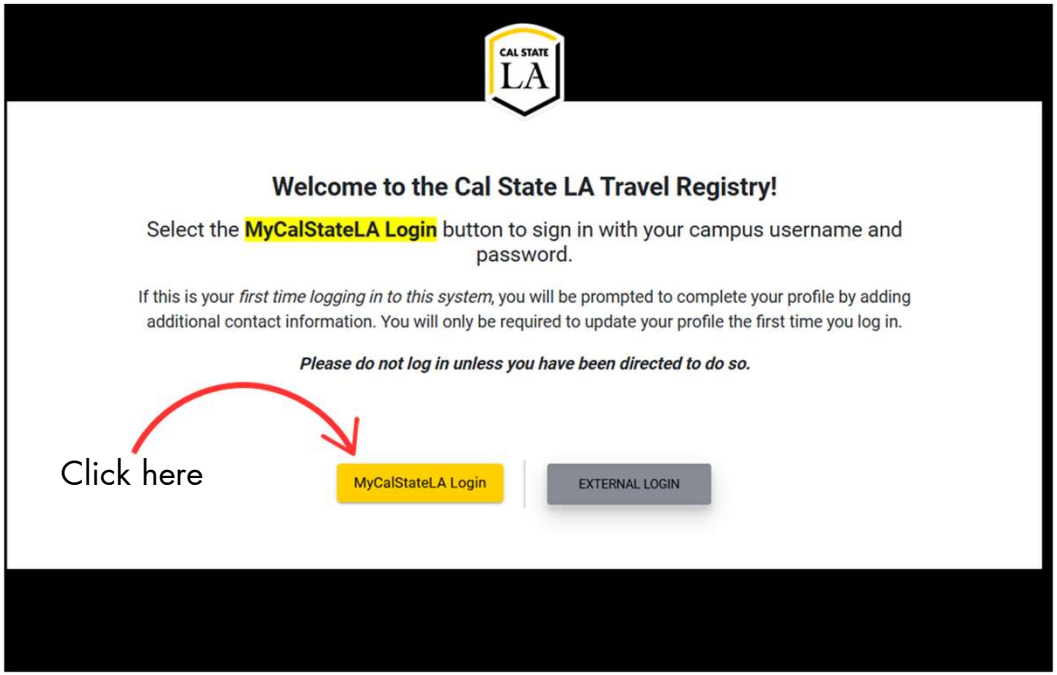
Step 7: Download *Alert Traveler App* **on App Store or Google Play**



Step 8A: Once approved RMEHS will contact you and input insurance card along with travel packet

Step 8B: Student informed of denial via email

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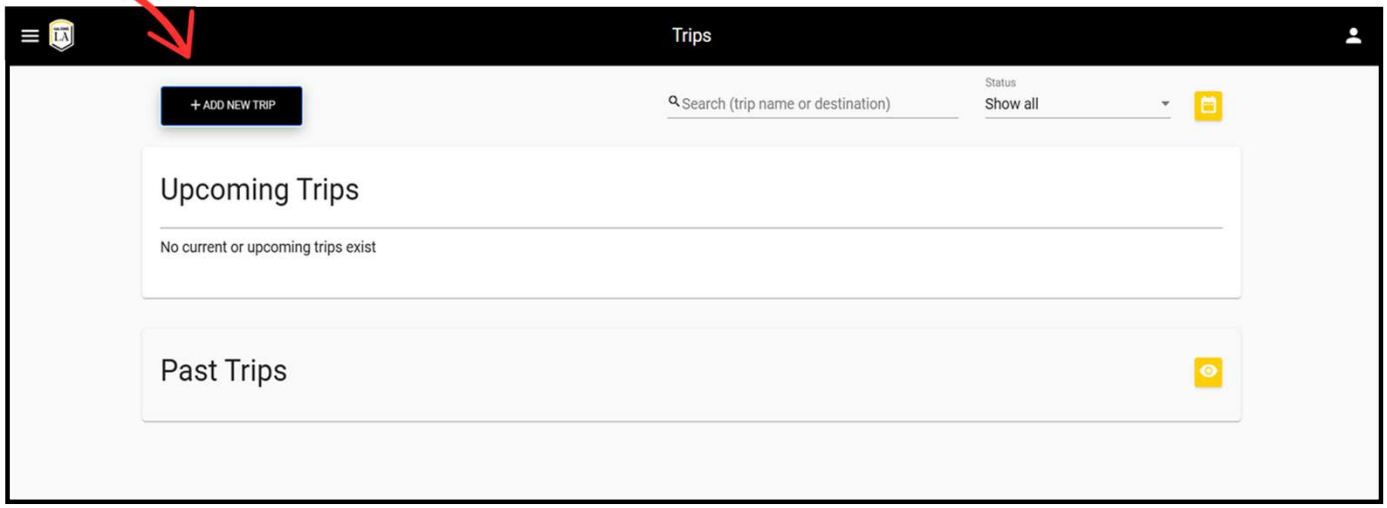


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Step 8B: Student informed of denial via email

Step 2: Add New Trip

Click here



Terradota- Travelers

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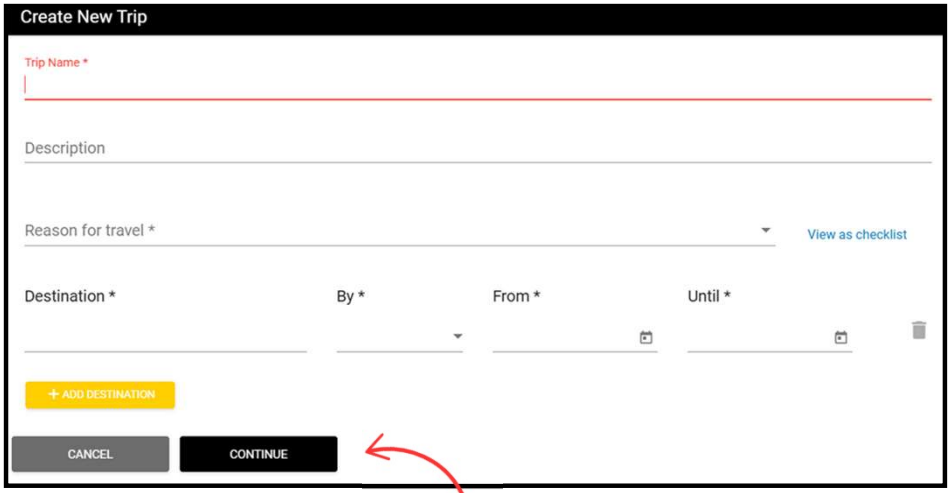


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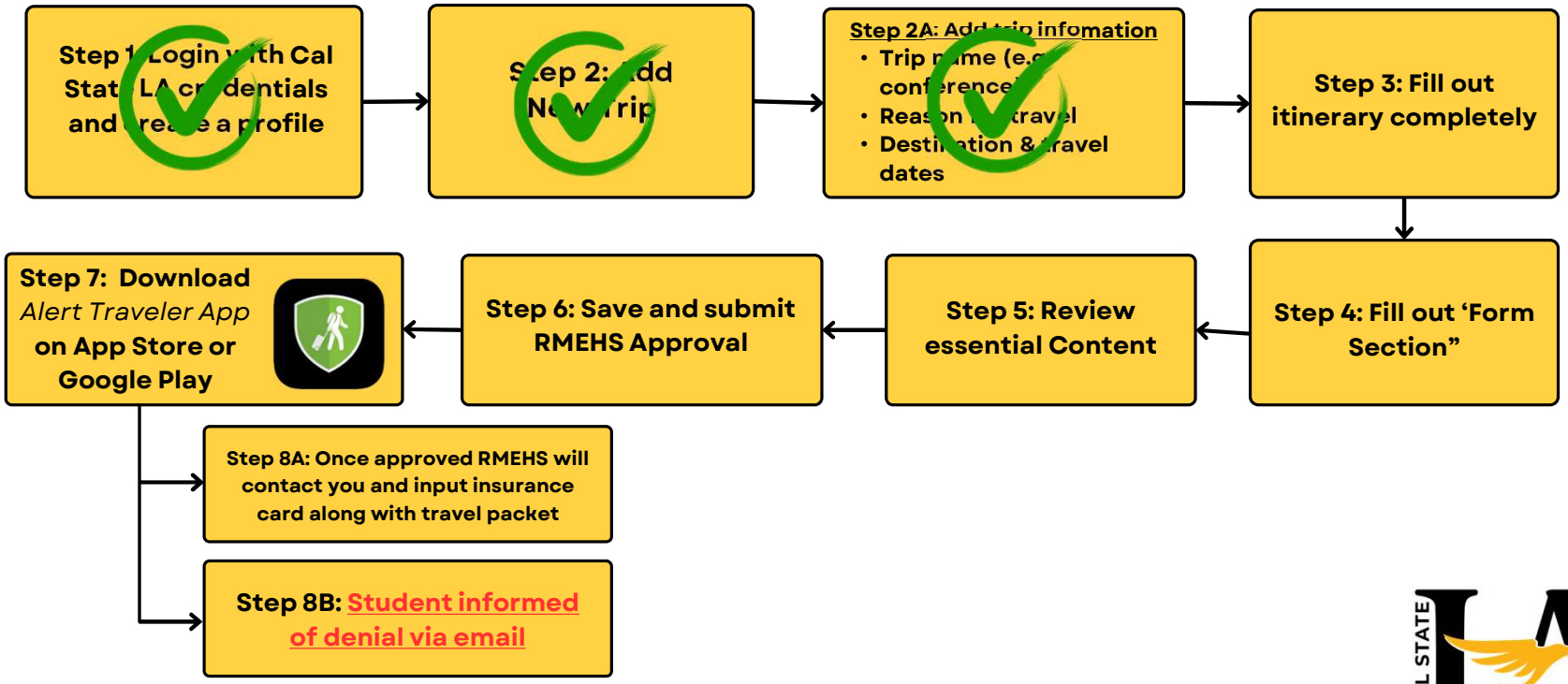
Step 2: Add Trip Info

- Trip name (e.g. conference)
- Reason for travel (Description)
- Destination & travel dates



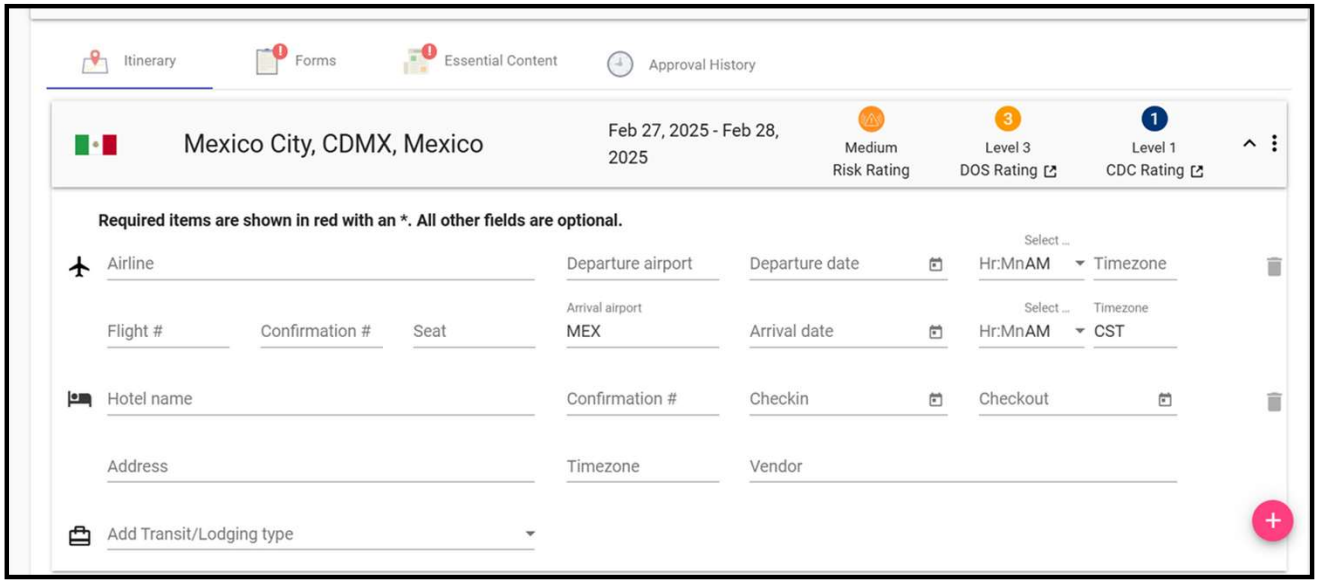
Once complete, click here

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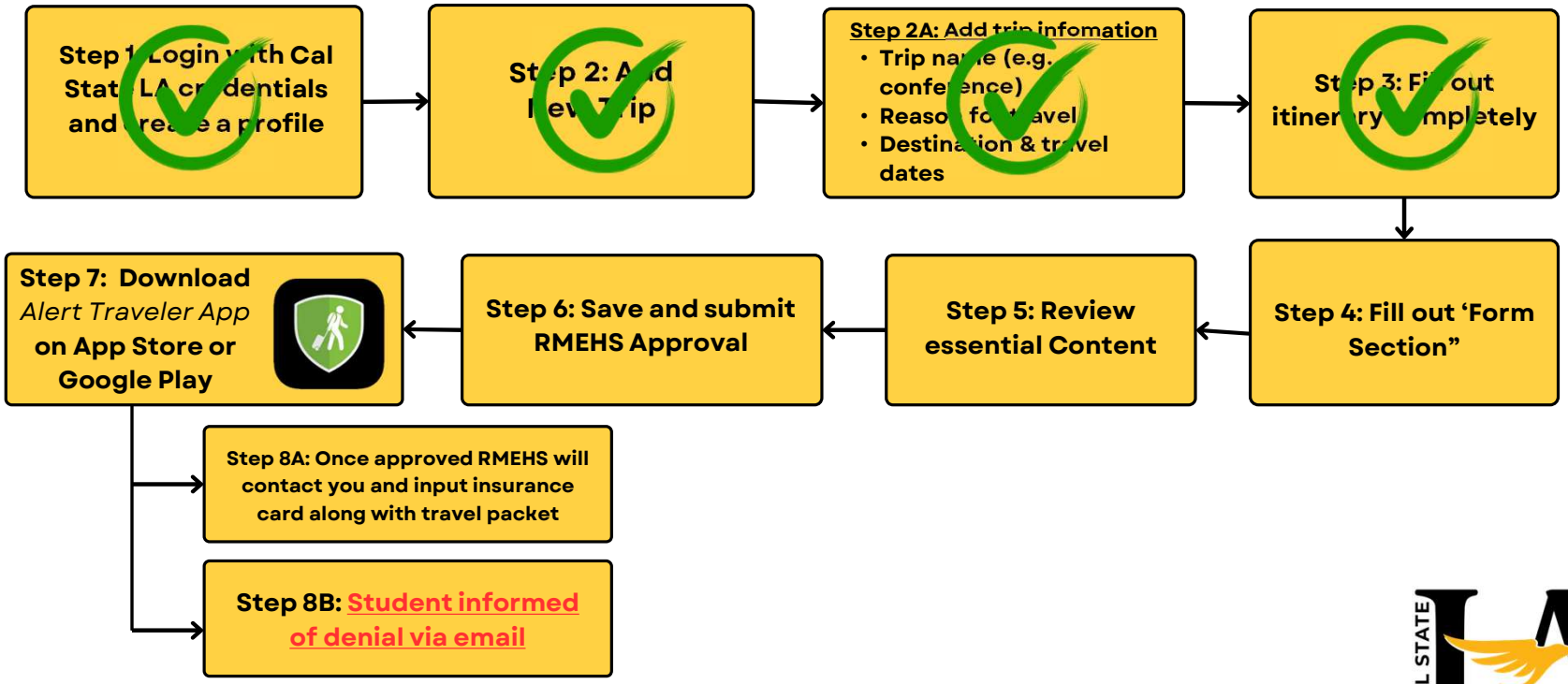


Step 3: Fill out itinerary

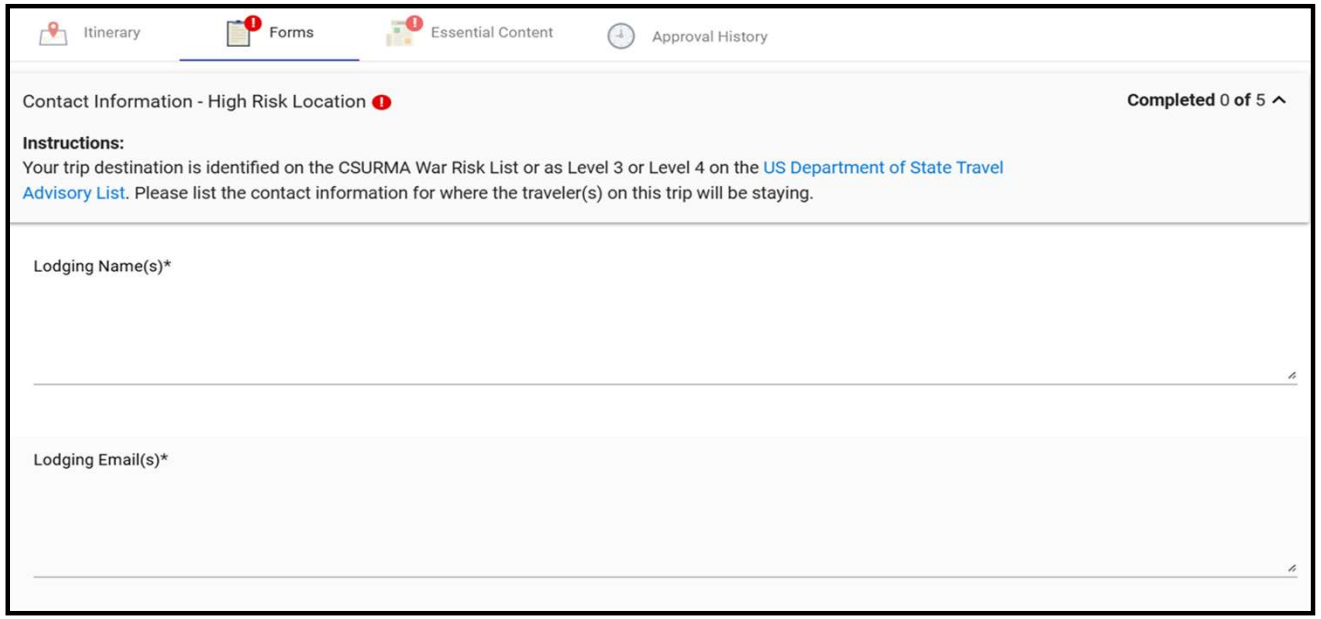
- Please fill out and complete every section



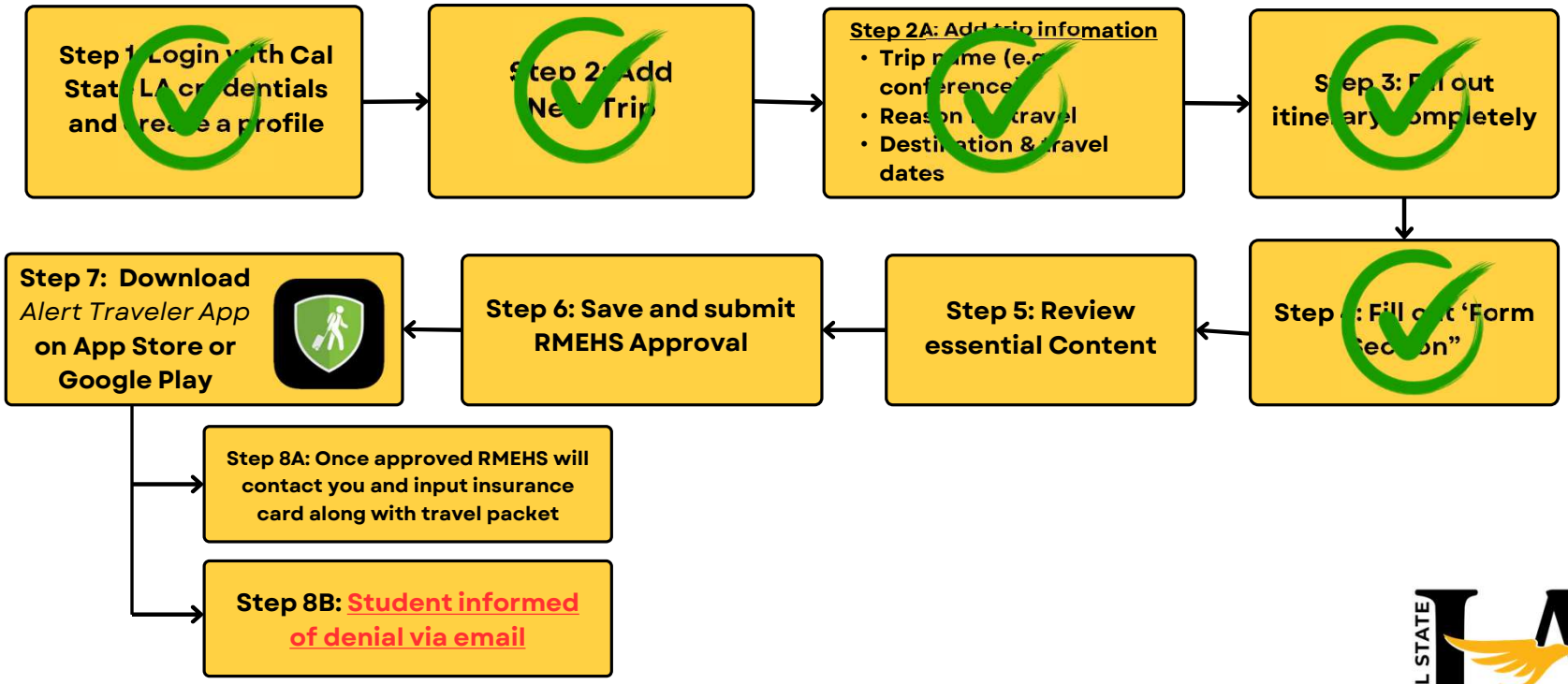
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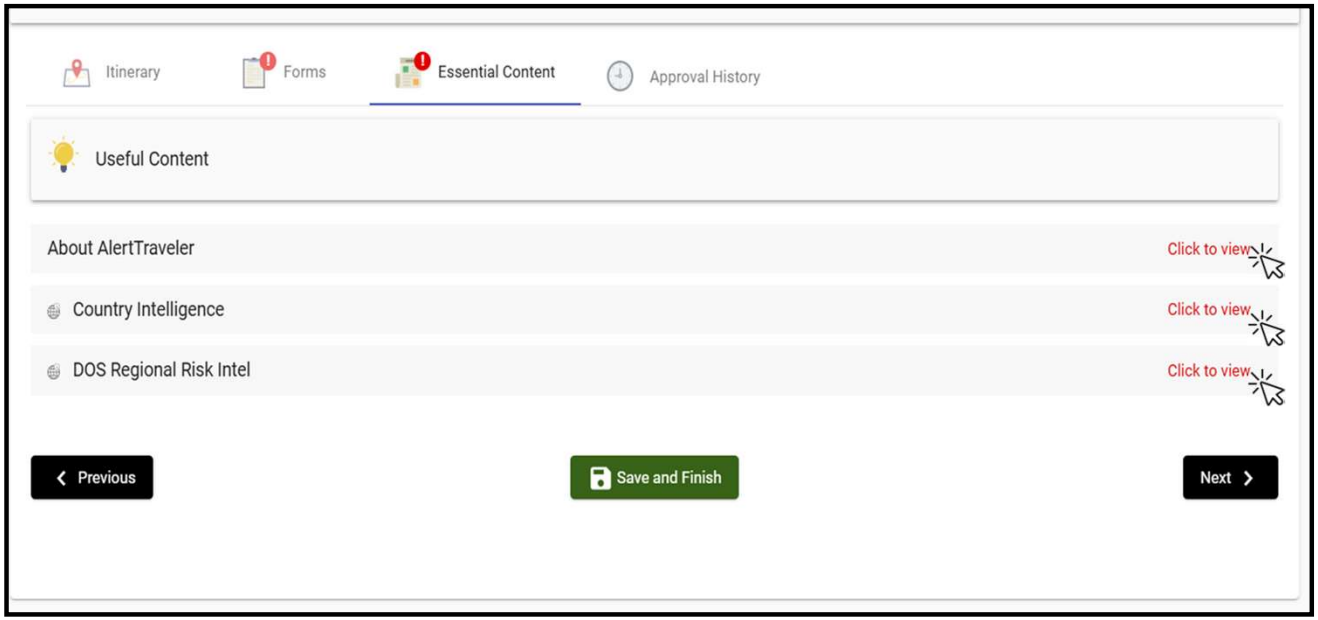
Step 4: Fill out 'Form Section"



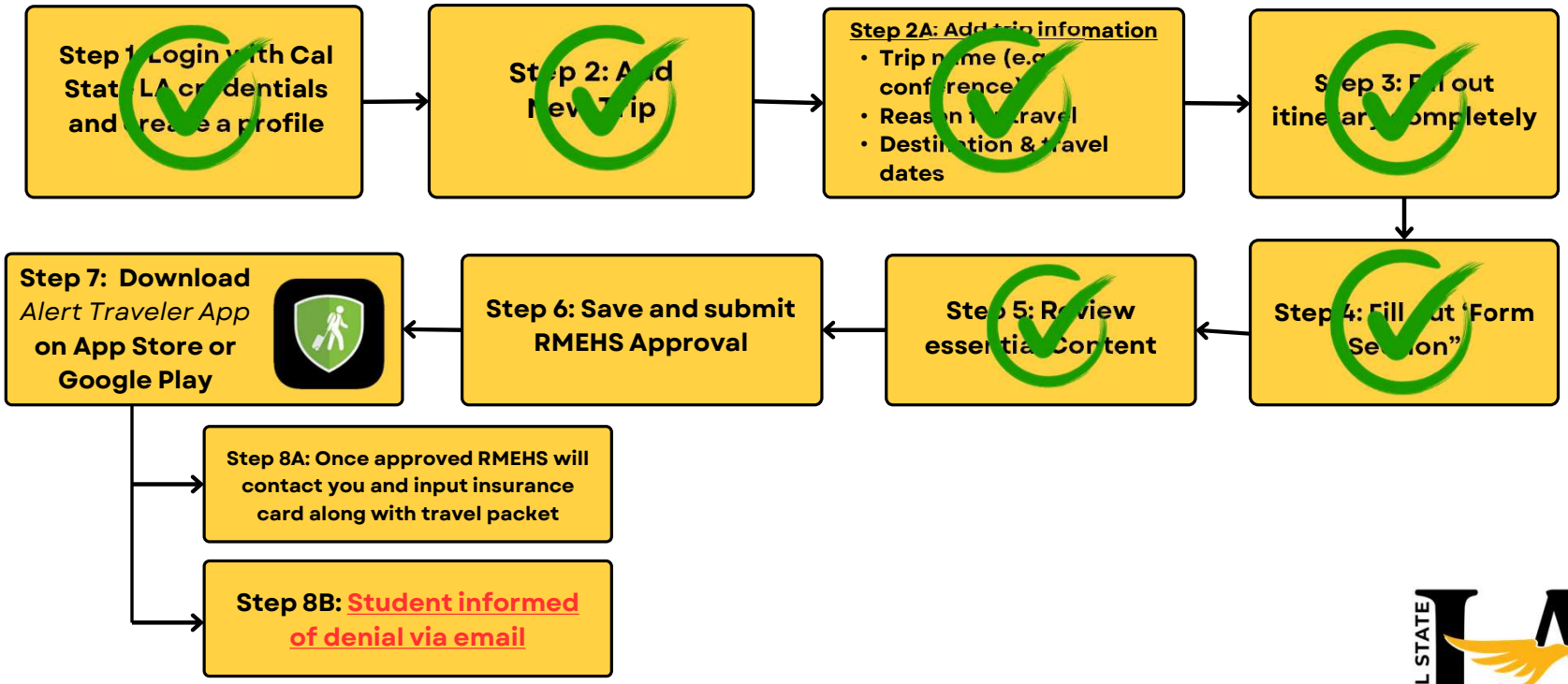
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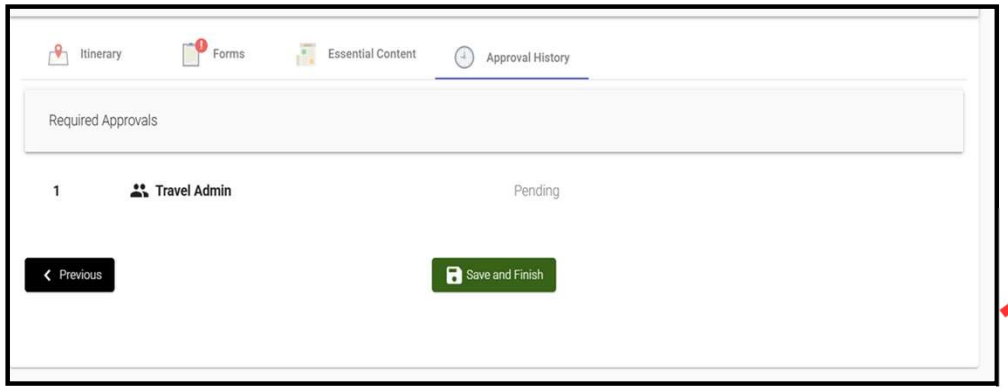
Step 5: Review essential Content

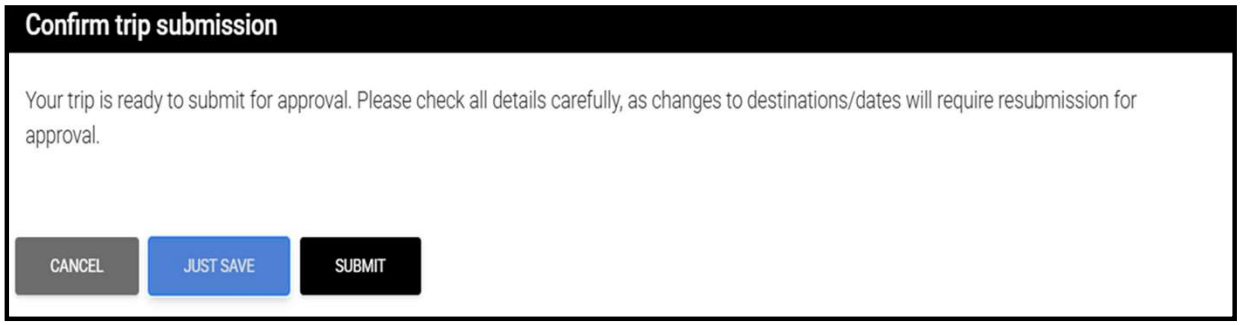


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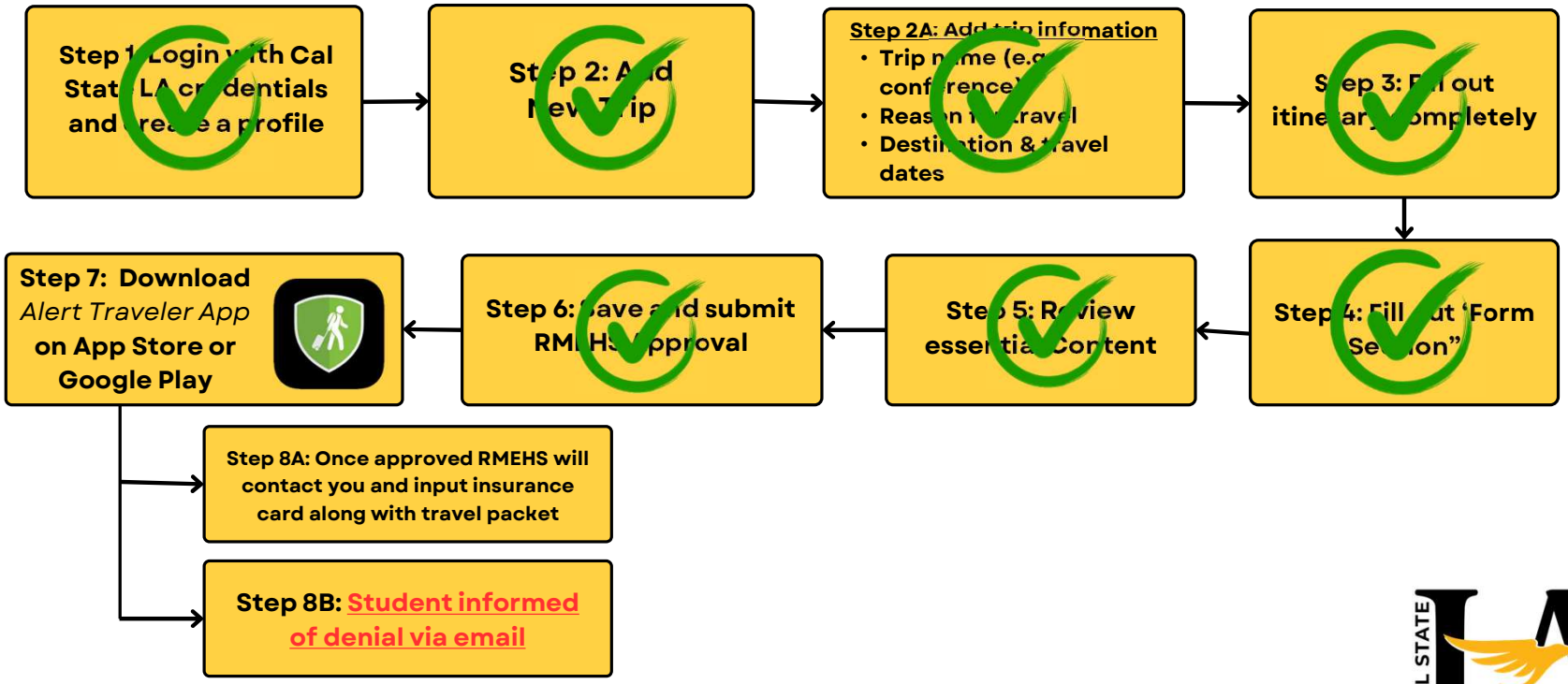


Step 6: Save and submit RMEHS Approval

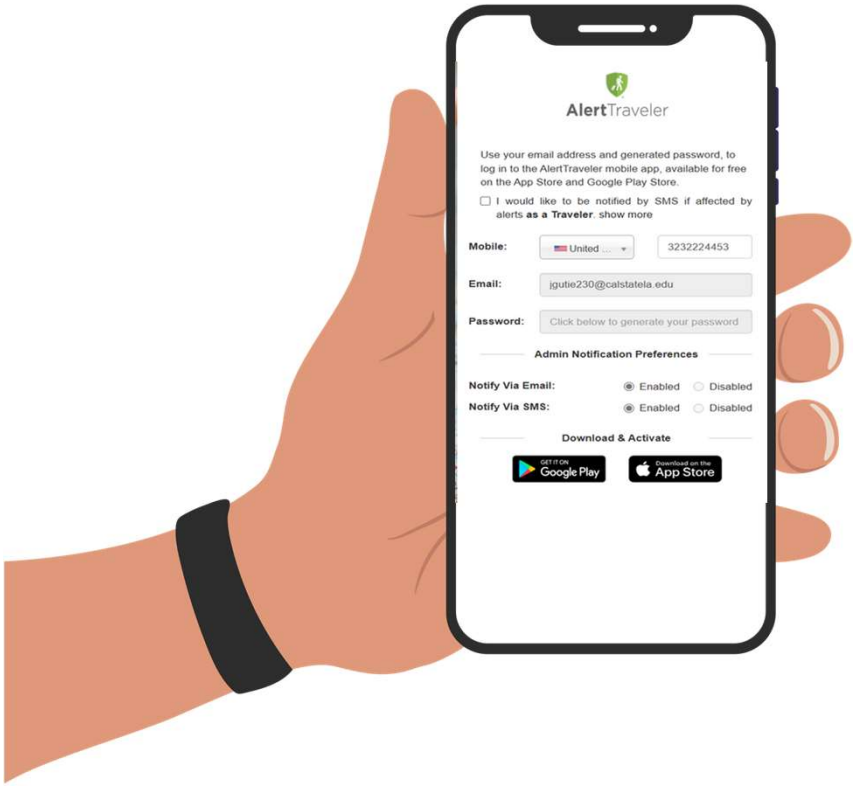




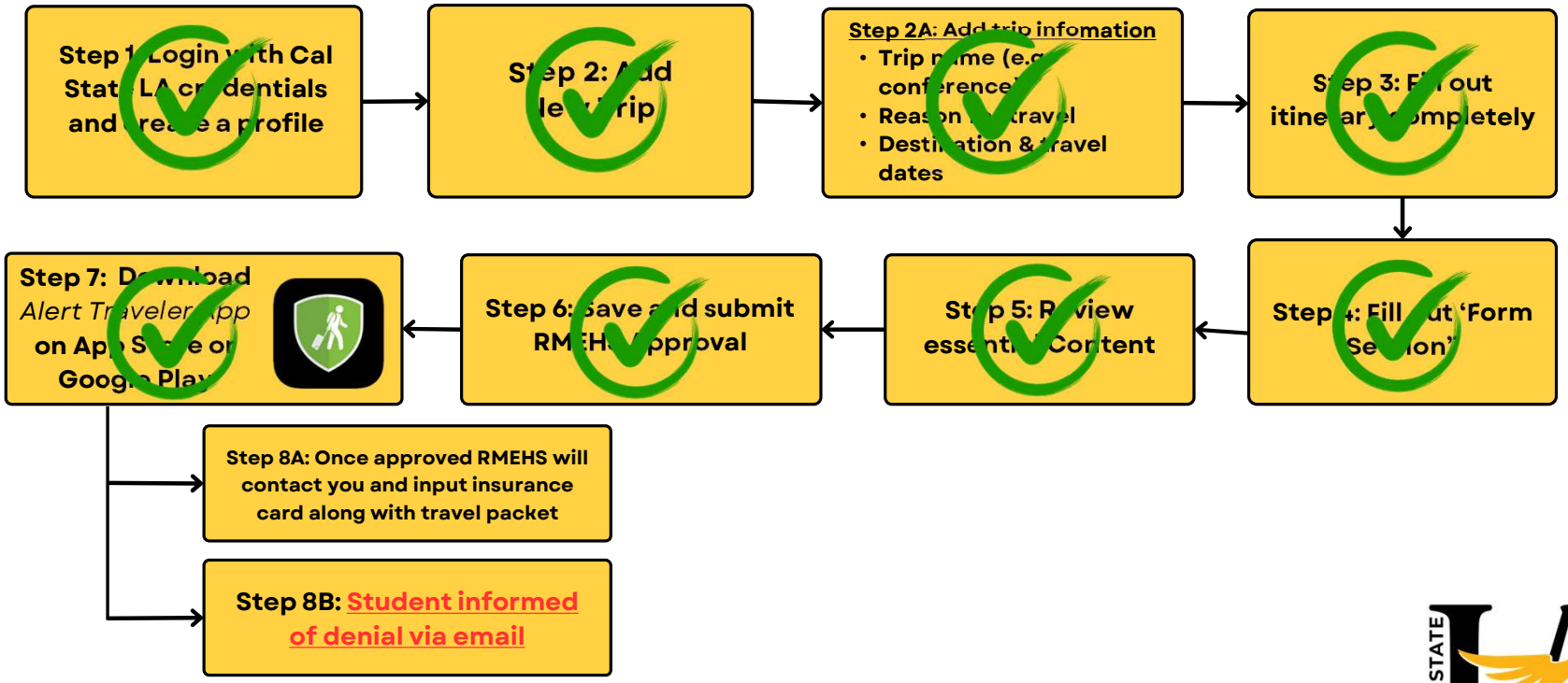
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ALL DONE!



Contact Us

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