

# NYU Traveler

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## NYU Traveler

Students traveling for curricular projects must register with [NYU Traveler](#), a service that will automatically alert you to events and conditions in your destination. NYU Traveler helps the University respond rapidly with assistance in the event of an emergency.

The Department of Insurance and Risk Management will require you to enroll with NYU Traveler if you will not sleep at your primary residence for a curricular film shoot, and you are more than 25 miles away from Columbus Circle, NYC. If you are within 25 miles, you do not need to register.

## Instructions for registering on NYU Traveler

The student coordinating travel will send an email to [Travelsafety@nyu.edu](mailto:Travelsafety@nyu.edu) that includes:

- City, State, Country
- Dates of travel
- A link to a Google Sheet with First Name, Last Name, NYU Net ID of all current NYU students traveling. Include To Be Decided (TBD) travelers. Do not attach PDF - needs defined cells.

If flying, there is a second step. Each traveler will forward their booking confirmation directly to [mytrip@nyu.edu](mailto:mytrip@nyu.edu). In the email, specify if you are traveling on to another city, including dates and times.

Students can expect to receive their Confirmation email in 2 business days.

## Notes:

- The crew names must be submitted in a Google Sheet or Excel

