

Step-by-Step Guide Logging No Cost Trips

What is a No Cost Trip?

When you are traveling on University business, but the trip is fully paid by an entity other than the University of Colorado, it is referred to as a No Cost Trip.

Why Log a No Cost Trip Itinerary?

It is necessary to log a No Cost Trip on the ISOS web page as iSOS assists University Risk Management in locating CU employees during an emergency for travel assistance and insurance coverage.

Entering Your No Cost Trip into ISOS

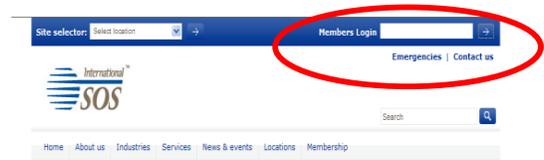
Your No Cost Trip will need to be entered into iSOS prior to your departure.



The first time you log into the iSOS web page, you will need to create a profile. You will use this profile to log subsequent No Cost Trips.

1. In your web browser enter the web address: <http://www.internationalsos.com>

2. Enter the **CU Membership Number 11BCAS000006** in the upper right hand corner of the screen and click **Enter**.



3. To access services create a profile in the [Personal Travel Locator \(PTL\)](#). Click on the **New User? Register Here** link in the bottom left of the login screen. You will be prompted for the Membership Number, your First Name, Middle Name, Last Name, Desired Username, Password, and Email Address. Enter the requested information along with the answers to your two Challenge Questions and click **Continue**.

Step 1- User Information:

Membership Number:

First Name:

Middle Name:

Last Name:

Desired Username:

Password:

Re-Enter Password:

Email Address:

Challenge Questions

Mother's maiden name?

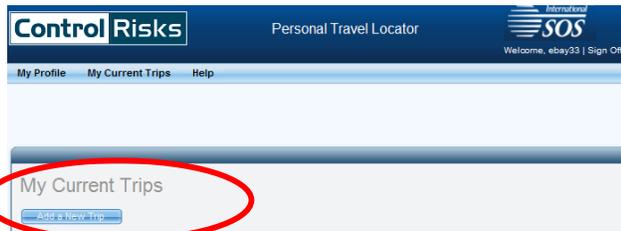
Mother's maiden name?

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5. A pop-up window will confirm your registration.



6. To enter trip information: Go to the **MY CURRENT TRIPS** menu option in the upper right corner of the screen. Click on the **Add a New Trip** button. Enter a name for your trip and click **Save**. On the next screen you'll be prompted to add a flight, hotel, or car. Fill in the required information on each screen and click **Add**. When you've entered all of your trip information, your trip will automatically be saved to your My Current Trips list.



Need more information on the University of Colorado iSOS web page? Enter the CU Membership number on the iSOS web page and you'll be taken to the CU web page with FAQs, Program Benefits, Medical & Security Alerts and an iSOS Membership Card that you can print out and carry with during your trip.