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Date: December 13th, 2019

To: Deans. Department Heads, Directors, and Business Officers

From: Jill Calderón

Director, Global Travel

RE: International Travel Registration and Winter Closure

Please note that due to the winter closure, all official UArizona international travel departing before January 10, 2020 must be registered in the <u>Global Travel Registry</u> by Wednesday, December 18th.

Should any travelers experience a critical (i.e. life-threatening) emergency over the closure, they should refer to the 24/7 numbers listed on the <u>UArizona Global website</u>. Global Travel will begin reviewing any travel registered between Wednesday, December 18th and Wednesday, January 1st starting on January 2nd when the University re-opens.