

# INTERNATIONAL TRAVEL TRAVELER'S CHECKLIST

This checklist is required for all international travelers to assess risk, provide for safety, and prepare the traveler for a potential crisis.

## REQUIRED STEPS TO BE COMPLETED

- Secure permission from the President for your international trip. Your V.P. must recommend approval prior to the President's review.
- Allow for adequate lead-time for planning, preparation, review and approval. All paperwork is due to the Travel Office a minimum of 30 days prior to departure.
- Complete the Travel Authorization Form and the International Travel Traveler's Checklist.
- Each traveler must complete the International Travel Waiver of Liability Form, and they are to be sent as a complete package to the Travel Office.
- Complete the Itinerary and Contact Information Form, and send it to the Travel Office.
- Complete Traveler's Contact and Emergency Information Form, and provide a copy to all travelers and the Travel Office.
- A copy of the Traveler's Contact and Emergency Information Form and Itinerary and Contact Information Form documents must be on file with your department Administrative Assistant or Department Head/Director prior to the trip.
- Purchase International Travel Insurance through DSU Purchasing Services Office. This requires a purchasing requisition and an International Travel Insurance Information Form.
- Consult the United States Department of State traveler's checklist at <http://travel.state.gov/content/passports/english/go/checklist.html>  
This is where you will find alerts and warnings for your destinations as well as your contact information for US embassies or consulates.
- Check the Center for Disease Control for medical alerts, health risks, and notices at <http://wwwnc.cdc.gov/travel/>.

## RECOMMENDED STEPS TO BE COMPLETED

- Visit Southwest Utah Public Health Department (435-673-3528) located at 620 South 400 East, St. George, UT 84770 regarding immunizations and health briefings.
- Develop safe emergency meeting places and consider what to do for lost or stolen documents, medical problems, financial contingency, security protection, communication barriers, transportation, civil unrest threat, evacuation, abduction, weather-related emergencies and legal advice.
- Review relevant laws, regulations, customs, and regulatory compliance requirements such as; export laws and controls, government sanctioned nations/individuals, research, technology transfers, etc., for the countries being visited.