INTERNATIONAL TRAVEL
Canada Group Checklist

Anyone traveling on behalf of or sponsored by the University must receive prior approval from the Travel Proposal Committee

(Please allow at least 2-4 months processing time)

_____ 1. Go to https://wallawalla.edu/?id=1828. Under the “Walla Walla University Sponsored Travel” heading, locate the International Travel Request Application form.

_____ 2. Print the form and complete sections A-D, including signatures. A link to the U.S. Department of State Travel Advisory reports is available at https://wallawalla.edu/?id=1833.

_____ 3. After receiving written approval from the Travel Proposal Committee, contact Risk & Safety Management (x2250) to complete the following checklist.

______ Schedule an appointment with the Director of Risk & Safety Management. _______________________________________________

______ Optional: Schedule a group meeting for all participants for safety review by trip leader. ________________________________

______ Provide a List of Trip Participants, including anyone traveling personally.


______ WWU-provided cell phone plans do not cover data or phone service internationally. If you plan to carry a WWU-provided phone with you on your trip, please contact Eric Winslow (x 2292) or Paul Harvey (x 2949) to verify international roaming is disabled prior to departure. If using a personal cell phone, please contact your carrier. Phone service fees are the responsibility of the traveler.

______ Consider raising credit card limits in case a medical emergency should occur (WWU cardholders should e-mail travel dates to Eric James or Esther Coyle).

Recommended:

- Contact a health care professional or the University’s health clinic for travel appointment.
- Medical History and Treatment Authorization Forms for all travelers kept in trip leader’s file.
- Review Title IX FAQ’s with all participants.

Completed by Risk & Safety Management office:

______ Red Emergency/Medical Cards.

______ Short Term Travel Insurance Application for all travelers. See Travel Insurance Summary of Coverage at https://wallawalla.edu/?id=1828 or contact Risk & Safety Management (x 2250).

Canada - ____________________________________________________________  __________________________________________

Destination/Purpose of Trip

Travelers ____________________________________________  Travel Dates ____________________________________________

05/20/2019