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. Enter the information requested on the International Travel Request Application form.
2. Print the form, then follow the directions including signatures on both pages. U.S. Department of State reports are available at www.wallawalla.edu/?id=1833.
3. After receiving written approval from the Travel Proposal Committee, contact Risk & Safety Management (x 2250) 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.
   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).
   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).
   Red Emergency/Medical Cards.
   List of trip participants, including anyone traveling personally.
   Develop a communication plan. Satellite and/or cell phone access required. Please provide number(s) to Risk & Safety Management for Administration’s use in the event of an emergency. Resources: www.holidayphone.com, www.phonerentalusa.com, and www.travelcell.com. Remember the +1 country code when calling from Canada to the US.
   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.

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.

Canada - ________________________________
Destination/Purpose of Trip

Travelers                                      Travel Dates

01/19