INTERNATIONAL TRAVEL
Canada Individual Traveler Checklist

For any University employee traveling on behalf of or sponsored by the University (and no WWU students or non-WWU persons are traveling)

The employee must receive prior approval from the Travel Proposal Committee
(Please allow 2-4 months processing time)

1. Go to https://wallawalla.edu/?id=1828. Enter the information requested on the International Travel Request Application pdf 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 (x2250) to complete the following checklist.

- Short Term Travel Insurance Application for traveler. See Travel Insurance Summary of Coverage at https://wallawalla.edu/?id=1828 or contact Risk & Safety Management.

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

- Red Emergency/Medical Card.

- If carrying a cell phone, please provide number 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 (x2292) or Paul Harvey (x2949) 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.

- Review Title IX FAQ’s.

Canada - ______________________________________
Destination/Purpose of Trip

__________________________________________________  ___________________________________
Traveler         Travel Dates

01/19