INTERNATIONAL TRAVEL
Canada Individual Traveler Checklist

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

(Please allow 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 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.


   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 Brandon Aberle (x2587) to verify international roaming is disabled prior to departure. If using a personal cell phone, contact your carrier to discuss options. 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 Canada travel dates to Eric James or Esther Coyle).

Recommended:

- Contact a health care professional or the University’s health clinic for travel appointment.
- Review Title IX FAQ’s.

Completed by Risk & Safety Management office:

   Red Emergency/Medical Card.

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

Canada - ______________________________________
Purpose of the Trip / Destination ________________________________________________________________

Traveler __________________________________________ Travel Dates ____________________________

05/20/2019