### INTERNATIONAL TRAVEL

**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](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](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.
   - Schedule a group meeting for all participants for safety review by trip leader.
   - Provide a **List of Trip Participants**, including anyone traveling personally.
   - Provide a detailed travel itinerary, including flight arrangements and SDA churches or institutions to be visited.
   - Provide [Emergency Contact Forms](https://wallawalla.edu/?id=1828).
   - Complete the **Medical History and Treatment Authorization Forms** for all travelers.
   - Complete the **WWU Liability Waiver, Assumption of Risk and Release Agreement Form** for all travelers.
   - Develop a **Communication Plan** and provide it to Risk & Safety Management. Satellite and/or cell phone access required for Administration’s use in the event of an emergency. Resources: [www.holidayphone.com](http://www.holidayphone.com), [www.phonerentalusa.com](http://www.phonerentalusa.com), & [www.travelcell.com](http://www.travelcell.com). Remember the +1 country code when calling 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 on your trip, contact Eric Winslow (x2292) or Paul Harvey (x2949) 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.
   - Contact a health care professional or the University’s health clinic for travel appointment.
   - Consider raising credit card limits in case a medical emergency should occur (WWU cardholders should e-mail travel dates and all countries visited to Eric James or Esther Coyle).
   - Review **Title IX FAQ’s**.
   - If minors are traveling, background checks for non-WWU students and non-denominational employees; Trip Permission Forms for unaccompanied minors. See Risk & Safety Management.

**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](https://wallawalla.edu/?id=1828) or contact Risk & Safety Management.
- Volunteer Labor Insurance Application (construction accident compensation for travel outside NAD, if applicable).
- Are vehicles being rented or borrowed on this trip? (purchase of insurance required).
  - Verify primary insurance coverage from rental company or vehicle owner.
  - Excess Automobile Liability Insurance Application (outside US/PR/CAN). R&SM submitted on__/__/______.
  - Is WWU equipment totaling over $100,000 replacement value being taken on the trip (outside US/PR/CAN)?

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**Trip Name / Destination(s)**

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**Leaders Names**

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**Travel Dates**

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