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. 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.

   _____ 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.

   _____ 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.


   _____ 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.

   _____ 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 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)

Leaders Names

Travel Dates

11/19/2019