INTERNATIONAL TRAVEL
Individual Traveler 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=1821. 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 https://wallawalla.edu/?id=1833.

3. After receiving written approval from the Travel Proposal Committee, contact Risk & Safety Management (ext 2250) to complete the following checklist.

___________________________________________________________________________

________ Schedule an appointment with the Director of Risk & Safety Management.

________ Short Term Travel Insurance Application. See Travel Insurance Summary of Coverage at https://wallawalla.edu/?id=1821 or contact Risk & Safety Management.

________ 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).

________ Red Emergency/Medical Cards.

________ List of Trip Participants, including anyone traveling personally.

________ Detailed travel itinerary, including flight arrangements and SDA churches or institutions to be visited.

________ Contact a health care professional or the University’s health clinic for travel appointment.

________ Medical History and Treatment Authorization Forms.

________ Review Title IX FAQ’s.

________ WWU Liability Waiver, Assumption of Risk, and Release Agreement Form.


________ 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 (ext 2292) or Paul Harvey (ext 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.

________ Volunteer Labor Insurance Application (construction accident compensation for travel outside the NAD, if applicable).

________ Rented or borrowed vehicle (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 __/__/____.

________ Please notify Risk and Safety Management if WWU equipment totaling over $100,000 replacement value will be taken on the trip (outside US/PR/CAN).

Trip Name / Destination(s)

Traveler

Travel Dates

01/18