# 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)

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to <a href="https://wallawalla.edu/?id=1828">https://wallawalla.edu/?id=1828</a>. Under the “Walla Walla University Sponsored Travel” heading, locate the <a href="https://wallawalla.edu/?id=1828">International Travel Request Application</a> form.</td>
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<tr>
<td>2.</td>
<td>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 <a href="https://wallawalla.edu/?id=1833">https://wallawalla.edu/?id=1833</a>.</td>
</tr>
<tr>
<td>3.</td>
<td>After receiving written approval from the Travel Proposal Committee, contact Risk &amp; Safety Management (x2250) to complete the following checklist.</td>
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- Schedule an appointment with the Director of Risk & Safety Management.
- Provide a [List of Trip Participants](https://wallawalla.edu/?id=1828), including anyone traveling personally.
- Provide a detailed travel itinerary, including flight arrangements and SDA churches or institutions to be visited.
- Complete the [WWU Liability Waiver, Assumption of Risk, and Release Agreement Form](https://wallawalla.edu/?id=1828).
- Satellite and/or cell phone access required for Administration’s use in the event of an emergency. Provide Risk & Safety Management 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 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](https://wallawalla.edu/?id=1828).

### Completed by Risk & Safety Management office:

- Red Emergency/Medical Cards.
- Short Term Travel Insurance Application. 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 the 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.
  - Is WWU equipment totaling over $100,000 replacement value being taken on the trip (outside US/PR/CAN)?

**Trip Name / Destination(s)**

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Travel Dates</th>
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05/20/2019