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=1828. 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 (x2250) 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=1828 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.

   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 (x2292) or Paul Harvey (x2949) 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

01/19