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. 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.
   __ 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.
   __ Complete the 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 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.

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 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.
     ______ 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)?

_______________________________________________________
Trip Name / Destination(s)

_______________________________________________________
Traveler          Travel Dates