

*Guidelines*  
**INTERNATIONAL TRAVEL PREPARATION CHECKLIST**  
*For Faculty and Staff*

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**Documentation**

- Confirm that your passport is valid and that it will not expire for six (6) months *after* your return to the U.S.  
(<http://travel.state.gov/content/passports/english/go/checklist.html>)
- Obtain the necessary documentation to travel, work and/or reside in the country or countries to which you will be going, including any required visas and work permits. If you are obtaining a visa upon entry into a country, ensure that you have the necessary currency or other accepted means of payment to do so.  
(<http://travel.state.gov/content/passports/english/country.html>)
- Make two back-up copies of all required documentation (including passport), one with which to travel (separated from the originals) and another to leave for an emergency contact at home.
- Treat your passport as the valuable asset it is when traveling.
- Determine what you will need to demonstrate if you plan to rent a car (*e.g.*, international driver's permit, insurance), and consult with UVM Risk Management regarding vehicle and driving insurance coverage issues.  
(<http://www.dmv.org/international-driver-permits.php>)

**Personal Health, Safety and Security**

- Enroll in the U.S. State Department's Smart Traveler Enrollment Program (STEP) to receive safety updates from the U.S. Embassy at your destination(s).  
(<https://step.state.gov/step/>)
- Register with UVM's international travel services vendor, International SOS, for worldwide assistance, including emergency evacuation services, and obtain a "wallet card" with your enrollment and contact information from either UVM Risk Management or the UVM Office of International Education.  
(<https://www.uvm.edu/~riskmgmt/?Page=guidelines/InternationalSOS.html>)
- Review the Centers for Disease Control's website to identify requirements and advisories. (<http://wwwnc.cdc.gov/travel>)
- Visit the UVM Medical Center International Travel Clinic or your physician to obtain any required or recommended vaccinations, immunizations, and medications.  
(<https://www.uvmhealth.org/medcenter/Pages/Departments-and-Programs/International-Travel-Clinic.aspx>)

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- Check with your health insurance provider as the nature and extent of coverage while you are out of the country. Bring your insurance card(s) or a photocopy with you. You may also want to leave a copy of your insurance card(s) with your emergency contact along with a detailed list of medications (prescription and over the counter) that you are currently taking and an updated medical history.
- Bring an adequate supply of any medications you will need while away, including daily prescriptions. Determine if there is a means of filling your prescription(s) at your destination(s) if needed. Verify that your medications may be carried and used during your travels as some countries restrict the importation of certain medications including over-the-counter drugs such as vitamins and may require specific authorization from the destination country's government.
- Consult with [UVM Enterprise Technology Services](#) for advice regarding the use of electronic equipment, accessing confidential UVM or personal data, "sanitizing" mobile devices, the use of USBs, and other information security precautions.
- Clarify whether you will have reliable (and secure, if needed) internet access and cell phone coverage. Make any necessary adjustments to your cellular phone coverage plan for the time you will be away. If you are traveling to a U.S. embargoed or restricted country, your electronic devices may be prohibited or restricted from being taken out of the U.S. Please verify your destination on the U.S. Department of State's list ([https://www.pmddtc.state.gov/embargoed\\_countries/index.html](https://www.pmddtc.state.gov/embargoed_countries/index.html)). Outside of the Department of State's list, there are countries that may prohibit or restrict the importation of certain electronic devices; consult <http://www.cryptolaw.org/> for additional information. Review the University's [Mobile Communication Services and Equipment Guidelines](#) for allowable expenses.
- Create an emergency plan for use by your designated emergency contacts(s), including your UVM contact, and leave with your contacts a copy of your itinerary (updated as needed).

### **Booking Travel**

Complete a Travel Authorization Form in PeopleSoft.  
(<https://www.uvm.edu/~erp/portal/>)

If your travel is funded by federal grant or contract monies, clarify with the UVM Office of Sponsored Project Administration whether your travel must be booked on U.S. (or other U.S. D.O.T.-authorized) air carriers under the [Fly America Act](#).

Update UVM offices and service providers if your travel itinerary changes.



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**Financial Issues**

- Obtain travel pre-authorization as stated above.
- Determine how and where you can get local currency.  
(<http://traveltips.usatoday.com/currency-exchange-rate-39878.html>)
- Contact your credit card companies and bank before you leave the country to advise them of your travel plans. Make a color copy of the information on the front and back of your cards (including emergency telephone numbers of the financial institutions) and keep it in a secure place, separate from the actual cards.
- If you have a UVM purchasing card, and plan to use it abroad, please notify US Bank customer service at 1-800-344-5696.
- All payments to individuals for services abroad need to be documented with an IRS [W8-BEN with a receipt form](#) It may be prudent to print a supply and take them with you.
- Retain all invoices, receipts and other documentation required for reimbursement by UVM or a granting/contracting agency/entity. If you bring an electronic device with you, download an [Excel Travel Log](#) which can be updated frequently to track expenses.

**Compliance**

- Determine with the UVM Associate Vice President for Research Administration any restrictions to which you may or will be subject if you are traveling in a country under U.S. economic and trade sanctions imposed by the U.S. Department of Treasury Office of Foreign Assets Control (OFAC), and whether a general or specific license is required with respect to exports.
- Review the U.S. government screening lists to ensure that the persons and entities with whom you expect to interact are cited.  
([http://export.gov/ecr/eg\\_main\\_023148.asp](http://export.gov/ecr/eg_main_023148.asp))
- Review the UVM Export Controls website (<http://www.uvm.edu/~export/>) to ascertain if any physical items (such as biological or chemical samples), software, biological or hazardous materials or technical data that will be within your possession while traveling are prohibited or must be licensed, and verify your conclusions with the UVM Associate Vice President for Research Administration.

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- Identify any restrictions associated with customs (import/export restrictions in countries to which you are traveling and U.S. import restrictions), including shipments. (<http://travel.state.gov/content/passports/english/country.html>) You can also review the [U.S. Customs and Border Patrol's "Know Before You Go" brochure](#) for helpful tips.
- Obtain any required Institutional Review Board authorization if you will be engaged in human or animal subject research abroad. Visit <http://www.uvm.edu/~irb/> for additional information.
- If your travel (compensation or expenses) is being covered in whole or in part by a foreign country or foreign agency/contractor, determine if you are required to sequester or defer the release of data. (<http://www.uvm.edu/spa/>)
- The Foreign Corrupt Practices Act (FCPA) prohibits paying or offering anything of value to foreign officials for the purposes of influencing any act or decision by them for the purpose of obtaining or retaining business.

**Miscellaneous**

- Set your email and voicemail "away" messages. In consultation with your supervisor, arrange for coverage in your absence as appropriate. NOTE: If you are traveling to a U.S.-embargoed country it is likely you will not be able to access your UVM email or network. Under these circumstances, you may consider identifying alternate contact information.
- Post trip: Submit an expense report to be reimbursed for expenses. Associate your expense report with the previously submitted travel authorization. If another organization is reimbursing expenses, send a request to the [Disbursement Center](#) to cancel your travel authorization in PeopleSoft.