

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

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**Documentation**

- ☐ **Travel Authorization** - Obtain travel authorization from your department / college / school.
  - **Travel to Department of State (DOS) Level 3 or 4 Countries:** Travel to countries with a US DOS Travel Advisory level 3 or 4 requires additional approval. Please refer to the [UVM process document](#).
- ☐ **Passport** - 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>)
  - Treat your passport as the valuable asset it is when traveling.
- ☐ **Visa / Work Permits** - Obtain the necessary documentation to travel and work 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>)
  - UVM employees generally may not live outside the United States. If you intend to remain in-country for greater than 30 days, please email [taxadmin@uvm.edu](mailto:taxadmin@uvm.edu).
  - **Travel to United Kingdom beginning January 8, 2025:** travel to the United Kingdom will require a visa (electronic travel authorization – ETA). You can check visa requirements in the CTP software. On the CTP portal page, scroll down to the Travel Requirements section. You can enter the dates of your trip and begin a visa application process.
- ☐ **Travel to Sanctioned Countries:** Iran, Syria, Cuba, North Korea and Sudan are sanctioned and embargoed countries. Traveling to, carrying any hardware (including laptop computers or cell phones), or providing or accepting services from sanctioned entities may be a violation of US export laws. Please contact the [Research Compliance Officer](#) as soon as possible if you need to travel to any of these locations.
  - 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.
- ☐ **Back-up** - 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.

**Booking Travel**

- ☐ **Travel Agency** - [Collegiate Travel Planners \(CTP\)](#) is the required agency for making travel arrangements (airfare and domestic car rental) for faculty and staff. The CTP portal page has a section for travel requirements, including information on visas, passports, health risks, travel restrictions, etc.
  - Update UVM offices and service providers if your travel itinerary changes.
- ☐ **Fly America Act** - If your travel is funded by federal grant or contract monies, your airfare must comply with the [Fly America Act](#).
- ☐ **Vehicle Rental** - 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

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vehicle and driving insurance coverage issues. (<http://www.dmv.org/international-driver-permits.php>)

- [Automobile Rental for UVM Faculty, Staff and Students UOP](#)
- US Department of State – Driving and Road Safety Abroad:  
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/driving-and-road-safety.html>

**Personal Health, Safety and Security**

- ☐ **US State Department** - 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).
- ☐ **Healix** - Familiarize yourself with UVM's International Travel and Medical Assistance resources.
  - UVM contracts with [Healix International](#) to provide these services.
  - Review UVM's international emergency medical insurance benefits (administered through Healix)
  - Review additional travel safety information on Risk Management's [travel safety website](#)
- ☐ **CDC** - Review the Center for Disease Control's website to identify requirements and advisories. (<http://wwwnc.cdc.gov/travel>)
- ☐ **Vaccines / Immunizations** - 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/departments-and-programs/travel-medicine>
- ☐ **Health Insurance** - Check with your health insurance provider for 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.
- ☐ **Medications** - 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.
- ☐ **Emergency Plan** - 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).

**Hardware, Software, Equipment**

- ☐ **Traveling with Hardware:** When traveling to many foreign locations, certain items (including laptop computers) must always remain under "effective control" of the traveler at all times. "Effective Control" is defined as: "retaining physical possession of item or keeping it secured in a place such as a hotel safe, a bonded warehouse, or a locked or guarded exhibition facility." If

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you need to take high-tech devices to foreign locations, it is recommended that you check with the [Research Compliance Officer](#) to ensure the device can legally be exported to your destination. Bringing a computer to another country is considered an export. There are countries that may prohibit or restrict the importation of certain electronic devices.

<https://www.uvm.edu/ovpr/research-integrity-export-control-regulations>

- Review the [UVM Export Controls](#) website to ascertain if any physical items (such as computers, 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.
- Identify any restrictions associated with customs (import/export restrictions in countries to which you are traveling and U.S. import restrictions), including shipments.  
(<https://www.cbp.gov/trade/basic-import-export>) You can also review the U.S. Customs and Border Patrol's "Know Before You Go" website for helpful tips.  
<https://www.cbp.gov/travel/us-citizens/know-before-you-go>

- ☐ **ETS Consult** - 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.  
<https://www.uvm.edu/it/guidance-regarding-information-security-while-traveling>
- ☐ **Traveling with Technical Data:** Depending on the location and type of data, travelers cannot possess "controlled technical data" defined as "data required for the design, fabrication, operation, or maintenance of military or dual-use technology and, not in the public domain or otherwise exempt from licensing requirements." Generally, this could include any proprietary data. **The best advice is to not travel to foreign locations with a computer that contains any confidential or sensitive data.** If you need to travel with technical data to foreign locations, you must check with the [Research Compliance Officer](#) to ensure appropriate protocols are in place to comply with [US export laws](#).
  - Certain software or encryption products may not be exported and could result in your device being retained by customs.
- ☐ **OFAC** - 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.
- ☐ **Internet Access** - 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.
- ☐ **Electrical Outlets** - Electrical currents vary from country to country. Research the electrical current of your destination and ensure that you have the adapter necessary to power and charge your devices.

### **Financial Issues**

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- ☐ **Currency** - Determine how and where you can get local currency. Ordering currency from your local bank or credit union where you have an account will help avoid paying international ATM fees. Call your bank in advance to order the currency. Suggested reading: <https://www.usnews.com/banking/articles/where-is-the-best-place-to-exchange-foreign-currency#:~:text=Head%20to%20your%20bank%20or,or%20savings%20account%20with%20the m.>
- ☐ **Credit Cards** - 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.
- ☐ **Payments to Individuals Abroad** - All payments to individuals for services abroad need to be documented with an IRS W-8BEN. It may be prudent to print a supply and take them with you. A W8BEN with a receipt form can be found at the following: <https://legacy.drup2.uvm.edu/sites/default/files/Division-of-Finance/Forms/W8BENwreceipt.pdf>
- ☐ **Invoices, Receipts, Documentation** - Retain all invoices, receipts and other documentation required by UVM for reimbursement or your PurCard journal or required by 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 from [the UVM International Travel website](#).

### **Compliance**

- ☐ **US Trade List** - Review the U.S. government screening lists to ensure that the persons and entities with whom you expect to interact are cited. <https://www.trade.gov/consolidated-screening-list>
- ☐ **IRB** - Obtain any required Institutional Review Board (IRB) authorization if you will be engaged in human or animal subject research abroad. Visit <http://www.uvm.edu/~irb/> for additional information.
- ☐ **Foreign Paid** - 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/>)

### **Miscellaneous**

- ☐ **Out-of-Office** - 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. Document any UVM PurCard charges with appropriate receipts.

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- **US Department of State Traveler's Checklist:**  
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-checklist.html>