

TRAVEL CHECKLIST FOR FACULTY LEADERS -STUDY ABROAD-



Faculty leaders of an approved study abroad course will need to complete the following steps as part of their pre-departure preparations.

This checklist covers the basic requirements for all faculty led programs, but may not include every step for your unique program. Please meet regularly with the Study Abroad Coordinator to discuss any additional requirements

STEP 1 (required)

- Attend *Faculty Leader Orientation* or meet with the Study Abroad Coordinator.
- Complete the **Request for Travel Authorization Form** and return it to the Travel Office. Forms are available from department Administrative Assistants or Purchasing Services.

STEP 2 (required)

Compile a forms packet to be submitted to the Study Abroad Office at least 30 days prior to departure. Include the following:

- Complete the **Student Traveler Contact Information Form**.
- Collect a copy of each participants **itinerary**.
- Complete the **Emergency & Important Contact Information Form**.
 - Consult the [United States Department of State Traveler's Checklist](#) to find alerts and warnings for your destinations as well as contact information for US Embassies or Consulates.
 - Check the [Center for Disease Control](#) for medical alerts, health risks and notices.
- Sign the **International Travel Waiver of Liability Form** for yourself and collect a signed copy from each participant.
- Complete the **International Travel Insurance Information Form**.
- Provide a copy of the **Student Traveler Contact Information Form, Itineraries, and Emergency & Important Contact Information Form** to your department Administrative Assistant or Department Head/Director prior to the trip.

STEP 3 (required)

- Direct students to the *Study Abroad Pre-Departure Handbook* and have them read and begin working through the Pre-Departure Checklist located on page two of the handbook.
- Register yourself for U.S. Department of State [Smart Traveler Enrollment Program \(STEP\)](#). Students will receive instructions to do this on their Pre-Departure Checklist. Send a reminder to students to complete STEP and other items on their checklist.

RECOMMENDED STEPS TO BE COMPLETED

- Visit Southwest Utah Public Health Department (435-673-3528) located at 620 South 400 East, St. George, UT 84770 regarding immunizations and health briefings.
- Review relevant laws, regulations, customs, and regulatory compliance requirements such as; export laws and controls, government sanctioned nations/individuals, research, technology transfers, etc., for the countries being visited.