International Travel Checklist
for
Yale faculty, staff, and postdoc leaders of student travel groups

PLANNING

- Follow the travel policies and guidelines for undergraduates (if applicable)
  - Yale University [International Travel Policy for Yale College Students](#) and [Travel Restrictions](#)
  - Yale College [Group Travel Guidelines](#)

- Refer to the Center for Global Education’s [Resources for Program Administrators](#) for planning help

- Remind participants to apply for their visas and passports (see [Things to Do Before You Travel Abroad](#), click on “Check your passport and get a visa”)

- Set the trip cancellation/refund policy and make all participants aware of it
  - Advise participants to consider purchasing travel insurance, especially if the trip could be cancelled due to unforeseeable circumstances (e.g., a hurricane or civil unrest)

- Schedule a group info session with [Passport Health](#) at 844-358-3733 or accounts@passporthealthusa.com.
  - Follow these steps to arrange for a group travel consultation
  - Typically, the cost of participating in a group travel consultation will be considerably less than the cost of an individual travel consultation

- Acquire a Purchasing Card if necessary; understand Yale [P-card and Expense Report](#) procedures
  - Work with your business manager for guidelines on proper card use
  - The Yale P-card does not work in all countries; contact [Yale Procurement](#) for assistance

- Be aware that students may disclose disabilities and mental health or medical conditions; understand your role in providing support

- Require travelers to get necessary immunizations and to understand how their health insurance will work (see [Ways to Protect Your Health While Abroad](#), click on Understand your health insurance coverage)

- Determine if Yale travelers or AYA groups visited the region recently, or if Yale alumni live there
  - Can they provide recommendations to make planning easier for you?
    - Try contacting the [Association of Yale Alumni](#)

- Don’t plan to rent a vehicle for you to transport the group
  - Look into contracting with a transportation service or use public transportation or taxis
    - Read more on the [risks of renting/driving a car abroad](#)

- Complete the [Emergency Contact Information](#) sheet for each of your destinations prior to the orientation; use the information to help students fill out their emergency contact cards (see below)
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PRE-DEPARTURE ORIENTATION (about 2 weeks before travel; all participants should attend)

- Provide travelers with a detailed itinerary
  - Include flight numbers and carriers; name, address, and phone number of all accommodations; methods of travel between sites; other pertinent details
  - Travelers should give a copy to their parents/guardian

- Make sure all travelers have filled out the emergency contact information on an International SOS member card
  - Collect copies of the completed cards prior to departure

- Designate a student to serve as alternate leader in case you are sick or injured during the trip
  (if you are the only faculty or staff member leading the group)

- Urge travelers to complete the Yale College Student International Travel Orientation
  - Or discuss the orientation as a group so all travelers have the same knowledge and expectations

- Discuss crime, culture, health issues, etc. from the Yale College Student International Travel Orientation as they pertain to your destination
  - Help the other travelers know what to expect (especially if you’re familiar with the destination)
  - Be prepared to answer their questions about your destination
  - Use the U.S. State Dept. website, International SOS member center, ASIRT road reports, etc.

- Remind students they can voluntarily disclose any conditions that may require accommodations

- Discuss behavioral expectations (and potential consequences) with the participants
  - Don’t ignore this responsibility; discussing expectations as a group will generally lead to fewer problems, better group cohesion, and a more successful trip
  - Expectations of travelers should include, for example:
    - To follow Yale’s Undergraduate Regulations or other relevant behavioral policies
    - To respect their fellow travelers
    - To not partake in illegal activity or drug use
    - To not do anything that could jeopardize the group’s safety
    - To inform you of any travel independent of the group
  - Emphasize to travelers that they are responsible for their safety and for their actions

- Distribute and collect signed student Acknowledgment and Release forms
  - Hold the forms for 2 years after the trip
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2 WEEKS BEFORE TRAVEL

- Register the group’s travel (you will register for all participants)
  - With Yale
  - With the U.S. State Department Smart Traveler Enrollment Program; non-U.S. citizens register with their own embassies

- Obtain a cell phone for emergency use (or plan to purchase one immediately upon arrival)
  (See Things to Do Before You Travel Abroad, click on “Look into cell phones and communicating”)

AFTER YOU ARRIVE

- Remind participants of behavioral expectations

- Show all students the locations of the best hospitals to use and primary and secondary group meeting points (central locations where everyone should gather if a large-scale emergency affects communication)
  - Make sure everyone can find them; physically take the group to the sites if necessary

- Collect all students’ phone numbers (landline or cell) and addresses (if using homestays, for example)
  - Make sure you can reach all students
  - Mark all students’ addresses on a map

- Make sure all travelers know how to reach you by landline or the emergency cell phone
  - Be prepared to be on call 24/7 for the duration of the trip (but rely on help from Yale administrators and International SOS if there is a problem; you don’t need to handle it alone!)

- Program emergency phone numbers into your cell phone, then make sure they work

- Be sure that accommodations, transportation, and activities/excursions are safe
  - Accommodations: working smoke detectors, door and window locks, fire escapes
  - Transportation: using licensed drivers and reputable transportation companies
  - Activities: relevant to the educational purpose of the trip, not unnecessarily risky

- Check that students have their emergency information cards in their possession

- Think about risks of the trip and your location and how you might respond to possible problems
  (see Steps You Can Take to Travel More Safely, click on “Prepare for emergencies before they happen”)
  - Then help students understand the risks and their roles in a safe, successful trip

- Assess the trip during and after, with group leaders and participants

For general travel planning information, view the International Travel Toolkit for Yale Faculty, Staff, and Post-docs

For additional resources visit http://world-toolkit.yale.edu