

Abilene Christian University

International Travel Checklist

PLANNING INTERNATIONAL TRAVEL

Faculty or Staff organizing international travel are encouraged to use this form as a planning guide. In the event of an emergency while traveling, travel participants should know to alert the ACU Police Department via their 24/7 emergency hotline (325) 674-2305. This notification to ACUPD will trigger University emergency response resources in the United States to assist the international group. The University's Emergency Operations Team (EOT) will look to the Travel Organizer to provide information and assist the University with an appropriate response. The Travel Organizer is responsible for alerting their Dean's or Vice President's Office to any itinerary changes or safety and security concerns and should also have the means to contact all travel participants while traveling.

The University has an array of resources for supporting those leading and organizing international travel. Faculty and staff are encouraged to contact the Office of Institutional Compliance and Risk Management to familiarize themselves with the University's resources and the [International Travel Policy](#) and [International Travel Approval Form](#) (risk@acu.edu).

BASIC TRAVEL INFORMATION

- ☐ To complete the ACU International [Travel Approval Form](#), you will need the following, among other requested information:
 - Travel Approver (dean, VP, Study Abroad director, Halbert Center director, Senior VP, Provost)
 - Travel Organizer (Faculty/Staff)
 - Travel Dates
 - Destination(s)
 - Attach the full, detailed itinerary
 - Attach copies of emergency management and continuity plans
 - Contact information for any international travel partners or hosts
 - Attach proof of international travel insurance for each traveler
 - Attach copies of passports for every traveler
 - Attach or send to risk@acu.edu a detailed travel roster to include emergency contact information
 - Attach copies of flight/airline tickets for every traveler
 - Attach copies of every non-ACU employee's ACU-approved travel liability waiver

EMERGENCY COMMUNICATION

Emergency Contact Information:

- ☐ The Travel Organizer has obtained one of the following means of emergency communication: a satellite phone, a worldwide cellular phone, or a phone with the capability to send and receive calls with University contacts in the United States. The phone should be charged and ready for use at any time during the trip for emergency purposes.
- ☐ The Travel Organizer has shared their emergency communication contact information with the Office of Institutional Compliance & Risk Management, the appropriate Dean's or Associate Vice President's Office, and travel participants.

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- Travel participants have been instructed to contact ACUPD via the 24-hour emergency hotline (325) 674-2305 in the event of an emergency while on the trip.
- The Travel Organizer has distributed emergency contact information for the international destination contacts to all travel participants, and the required Travel Approvers.

International Travel Partner/Host, if applicable (*partnering school, charitable organization, business, etc.*)

- Name
- Location(s)
- Phone and Emails

U.S. Embassy or Consulate

Local Emergency Services

- Police
- Medical

- The Travel Organizer has notified the appropriate U.S. embassies or consulates abroad notifying them of the upcoming travel, list of participants, and dates of arrival and departure.
- Travel participants have been encouraged to register with the U.S. State Department via the Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>.

Contact among the Travel Participants:

- General expectations regarding communication between the Travel participants and the Travel Organizer have been explained to all travel participants before departure.
- The Travel Organizer has collected personal email addresses and mobile telephone contact information for travel participants.
 - The Travel Organizer has shared this contact information with the Travel Approvers.
 - The Travel Organizer will keep that contact information readily available throughout the trip and ensure travel leaders have access to an international telephone plan.

INSURANCE: TRAVEL and MEDICAL

GeoBlue:

- ACU faculty, staff, and students are required to obtain GeoBlue international medical insurance (including medical evacuation and repatriation). [You may purchase a Geoblue insurance policy at this link.](#)

Health Notifications:

- Ensure any health notifications regarding the destination have been communicated to travel participants. The Centers for Disease Control provides information related to the level of risk to a traveler for a particular area as well as recommended preventive measures. These memorandums may be found at <http://www.cdc.gov/travel/>.

SAFETY and SECURITY

Waivers:

- The Travel Organizer ensured non-employee travelers signed University-approved waivers prior to participating in the trip. Waivers should attach any safety and security information from the [U.S.](#)

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[State Department](#) for all locations on the trip itinerary. Travel Advisories, Travel Alerts, and country-specific information are all available on this website. The Office of Institutional Compliance & Risk Management and/or the Office of General Counsel can assist with tailored language for liability waivers.

- The Travel Organizers have collected and stored completed waivers (for at least two years after trip completion).

Personal Travel Documents:

- Two copies of all important documents (such as passports and flight/airline tickets) have been collected before departure.
- One set of copies has been left with the Travel Approvers and the other will be kept secure by the Travel Organizer while abroad.

These copies will help prove a participant's citizenship and identity if a passport or other key document is lost or stolen. All copies should be properly disposed of after the trip is completed per the [University's Policy on Information Security](#).

Emergency Strategies:

- All travel participants are familiar with relevant emergency plans for the trip. Examples of such instructions should include the expectations for what to do in the event of:
 - The international hotel or residence is compromised by a building fire
 - A car or train accident
 - A natural disaster such as flooding, earthquake, tsunami, or severe storm
 - A sudden and severe illness (including COVID-19 testing, quarantine, isolation, and care)
 - Civil unrest or a terrorist event
 - Kidnap and ransom event

Personal Responsibility and Precautions:

- Travel liability waivers should be signed by all non-employee travelers before trip departure.
- Travel participants agree to take precautions concerning their health and safety abroad.
- Travel participants recognize that the University, and even the U.S. State Department, may be unable to help in the event they encounter difficulties while traveling abroad.

Preparedness and Review of Pertinent Information

- As applicable, the Travel Organizer has coordinated a safety planning meeting with the director of the Halbert Center or the director of ACU Study Abroad before departure.