McCormick Faculty and Staff International Travel Checklist

☐ COLLABORATE with the group/office/program that is planning your travel for all appropriate paperwork and release forms. Some of the checklist items below may be organized by the program’s travel coordinator.

☐ CONFIRM: if traveling with undergraduate students, the trip must be compliant with Northwestern’s Travel Policy, when traveling to countries under the U.S. Department of State Travel Warnings.

☐ HEALTH INSURANCE AND PRECAUTIONS
  o HTH Accident and Sickness Insurance
    ▪ Faculty/Staff: HTH is highly recommended, since it is unlikely a current health plan will cover health costs abroad. If a faculty or staff member registers for HTH insurance, it is considered a reimbursable expense.
      • ENROLL in HTH travel insurance for the duration of your travel. The cost of the HTH policy is around $10 a week for faculty and staff. For more information, please visit the HTH Travel Insurance information link.
  o United States Center for Disease Control and Prevention
    ▪ Does the area you are traveling to require certain vaccinations? Check the USCDC list by country
      • Please also see additional resources and recommendations from the USCDC
      • Once you know which vaccines are needed, plan to get them at least 8 weeks prior to travel at the listed nearby locations.

☐ SAFETY PRECAUTIONS
  o International Emergencies – Incidents and Victims of Crime
    ▪ In case of an emergency incident or crime abroad, make sure to contact NU University Police, 847.491.3456 as they will contact the appropriate administrators.
  o International SOS Tracking Service
    ▪ Please register your travel online for maximum safety and security benefits. If Northwestern University knows where you are, the more we can assist in case of an emergency.
  o United States Department of State resources
    ▪ Country specific information, please review “threats to safety and security” and “crime” tabs
    ▪ Travel Alerts and Travel Warnings
    ▪ Smart Traveler Enrollment Program (STEP), a free online service that helps the US Department of State contact you in case of an emergency

☐ TRAVEL VISAS
  o Do you need a visa to travel to your destination? Refer to the destination country’s web site on the foreign embassies list for the most accurate and up-to-date information.
  o To obtain your visa, Northwestern’s preferred vendor is Expert Visa Services in downtown Chicago:
    Expert Visa Services, Inc. 53 West Jackson Blvd Suite 1605, Chicago, IL 60604
    312-663-6667; expertvisa@sbcglobal.net

☐ TRAVEL EXPENSES
  o If your travel was for a university funded project/event and is considered reimbursable (such as a conference) please review a detailed travel expense checklist before submitting your expenses.
  o If your travel was for a university sponsored program, please review Northwestern’s Travel Policy and Procedures