McCormick International Travel Checklist for Organizers

PRE-TRAVEL:

☑ CONFIRM: If travel involves undergraduate students, the trip must be compliant with Northwestern’s Travel Policy when traveling to countries under the U.S. Department of State Travel Warning list.

☐ ORGANIZE AND GATHER all necessary travel information:
  o Costs – Determine if the trip will be university, sponsored or-self funded and make that clear to your group. If the trip will be funded by a sponsored program, certain restrictions may apply. If travelers can be reimbursed for expenses, refer to Travel Expense Checklist and inform your group they must save itemized receipts.
  o Designate a point person that will supervise the group on-site and be available throughout the trip via cellular phone.
  o Create an emergency contact information sheet and share with the group prior to departure (list should include traveler names, phone numbers that will work abroad, email addresses, emergency contacts back home, flight information, housing information, etc.)

☐ TRAVEL VISAS
  o Does your group need visas 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 Northwestern’s preferred vendor is Expert Visa Services in downtown Chicago. As the coordinator, you can collect your groups’ passports and ship them to EVS for processing. EVS will return the passports with the visas once complete.
    Expert Visa Services, Inc.
    53 West Jackson Blvd Suite 1605, Chicago, IL 60604
    312-663-6667; expertvisa@sbcglobal.net

☐ HEALTH INSURANCE AND PRECAUTIONS
  o HTH Accident and Sickness Insurance
    o Students: HTH is mandatory for all students (undergraduate, graduate and professional). The coverage cost is usually funded by the department/program organizing the travel. Study Abroad not applicable.
    o 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 students, faculty and staff. For more information, please visit the HTH Travel Insurance information link.
  o United States Center for Disease Control and Prevention
    o Does the area your group is traveling to require certain vaccinations? Check the CDC list by country
      ▪ Please also see additional resources and recommendations from the CDC
      ▪ Once you know which vaccines are needed, encourage travel participants to get them at least 8 weeks prior to travel at the listed nearby locations.

☐ SAFETY PRECAUTIONS
  o International SOS Tracking Service
    ▪ Please have each member of the group register their travel online for maximum safety and security benefits. If Northwestern University knows where they 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
  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.
POST-TRAVEL:

☐ TRAVEL EXPENSES
  o If your travel is 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 is for a university sponsored program, please review Northwestern’s Travel Policy and Procedures
  o NOTE: Study Abroad related-expenses are NOT considered reimbursable travel expenses.