

Oregon 4-H Youth Development Program Official International Travel

Checklist

- _____ **Valid Passport:** (need to check country requirements related to expiration date of passport—some countries require a passport with an expiration date at least 6-12 months past the time of travel to the country) Website for information: http://travel.state.gov/passport/passport_1738.html. Leave copies of your itinerary/passport data page/visas with family or friends, so you can be contacted in an emergency.
- _____ **VISA Requirements:** Does the country require a VISA? Website for information: <https://www.state.gov/travel/>
- _____ **Additional Medical Needs:** Depending on the country, there may be inoculations needed or safety concerns that should be addressed. Check with your doctor, and visit the following website: <http://wwwn.cdc.gov/travel/default.aspx>.
- _____ **Enroll with the Smart Traveler Enrollment Program (STEP):** STEP is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate in case it is necessary for a consular officer to contact you in an emergency. Website for information: <https://step.state.gov/step/>
- _____ **Overseas Medical Insurance Coverage:** Ask your medical insurance company if your policy applies overseas, and if it covers emergency expenses such as medical evacuation. If it does not, supplemental insurance would be your option. Several companies provide travel insurance, two options are: Allianz at <http://www.allianztravelinsurance.com/> or AIG Travel Guard at www.travelguard.com. You may also need to look for coverage related to special circumstances in the area where you are traveling (e.g. hurricane season in the Caribbean). **Insurance information is also covered when you register with OSU Risk Management.**
- _____ **Familiarize yourself with local conditions and laws:** While in a foreign country, you are subject to its laws. The State Department website at <https://travel.state.gov/content/passports/en/go.html> has useful safety and other information about the countries you will visit.
- _____ **Take precautions to avoid being a target of crime:** To avoid being a target of crime, do not wear conspicuous clothing or jewelry and do not carry excessive amounts of money. Also, do not leave unattended luggage in public areas and do not accept packages from strangers.
- _____ **Money:** Be sure to check carefully with your bank/credit union to see if your credit card/debit card will really work in the countries you are visiting. Also let your credit card company know where you will be traveling, so they don't put a stop on your card, because of activity on it outside of the country.
- _____ **U.S. Customs:** Visit the following website for the latest information related to U.S. Customs requirements: <http://www.cbp.gov/travel>
- _____ **OSU Risk Management:** Be sure to visit the following website and review the information related to risk management and foreign travel: <http://international.oregonstate.edu/international-travel>. If traveling internationally on behalf of Oregon State University, you must register your travel with the Office of Risk Management.
- _____ **Program Approval:** I have discussed my plans with my supervisor and my State Program Leader and have their approval related to this opportunity.
- _____ **Other helpful websites:**
- ✚ For background information on different countries go to: <http://www.state.gov/countries/>.
 - ✚ Airline web sites will give the latest information on baggage requirements and limitations and changes in additional travel fees.
 - ✚ To check for the latest currency conversion rates go to: <http://www.xe.com/ucc/>
 - ✚ For up-to-date information on over 200 countries go to: <http://www.culturegrams.com/>
 - ✚ For information on weather around the world go to: <http://www.weather.com/>