**Foreign Travel Pre-Trip Checklist**

There are many details for ISU Travelers to consider before leaving the United States. All ISU Travelers should address the items which apply to them. Each ISU Traveler is ultimately responsible for making complete arrangements for themselves.

- **Expense authorization**
  - Travel Pre-Authorization in Chrome River [Travel Services/Melissa Meyers]
  - Use of Grant funds – Ok for Destination?
    - check with Grants & Contracts Accounting about whether allowed to spend funds for traveling to specific destination (Buy America clause)
- **Export control review**
  - Foreign Travel Review Form in Visual Compliance [Export Control Office/Robin Wilson]
  - Provide names of institutions to be visited and specific people by name and title
  - List any gear, consumables (ex: medical supplies) to be carried
- **Equipment and Technology**
  - Check computer security
    - Turn on/off encryption (differs with country)
    - Make back-ups
    - Upon return to U.S. - scan devices for malware
    - ITS or your department IT can help
  - Take no sensitive data (HIPAA, PHI, Student info) on computers
  - Document University equipment being taken out of U.S. (laptops, etc.)
    - Use the Off-Campus Inventory Authorization Form
    - Purchasing/Inventory can help
  - Plan for keeping computers/devices secure while in other countries
  - Consider “what-if” computer is impounded at Customs (entry or exit)
  - Equipment shipping out of U.S. may need carnet or other documents
    - Purchasing can help
- **Travel insurance**
  - Employees - Foreign Travel Insurance coverage is provided through the State of Idaho for position-related travel. Students - are required to buy travel insurance prior to going on ISU-sponsored trips outside U.S. Contact Susan Hengel/Risk Management for help or visit the General Counsel Risk Management website.
- **Health and Safety**
  - Check health hazards at destination; may need immunizations
    - Visit the CDC Travel Health Notice page – search by country
  - Plan ahead - ISU Health Center has many immunizations, but not all (ex: malaria) local Rx must order
  - Safety - see U.S. State Department Travel Advisories website (Travel.State.Gov)
- **Visas/Passports/Permits**
  - Know how many pages must be blank for the country
  - Know the Customs or Embassy Check-in processes for destination
  - Be aware of interior city check-in rules; may need proof of travel purpose, return airline tickets
- **Expenses and Currency**
  - Know about destination currency practices, credit cards are not accepted everywhere
  - Do not use ISU Travel Cards in ATMs – they will not work. No ISU Pcards for travel expenses
  - Currency exchange fees are a reportable expense on ISU travel – keep receipts

*Updated October 2018*