

Smart Travel Checklist

Planning international research (6+ months in advance)

- ☐ Identify [budgetary considerations](#) for your project.
 - These can include costs related to hiring security services while in country, international cell phone service, refundable airfare, insurance for other workers, danger pay, and vaccination requirements, translation services, and local guides.
- ☐ Consult Risk & Emergency Management about the project location. Depending on the level of risk, an Emergency Management Plan may need to be developed for the proposal, or prior to project execution. This plan will later be required for any travel requests to the project location.
- ☐ Depending on the risks associated with the project, additional approvals may be required prior to travel.
- ☐ Contact [Global Operations](#) for other questions related to planning international research.

Preparing for international travel (4-6 weeks in advance)

- ☐ Submit your [travel request](#) in Concur at least two weeks in advance. Be sure to include all requested information. For travel to Level 4 and 5 countries, an Emergency Management Plan may be required.
 - * Locations with travel warnings may require additional time for approval.
- ☐ Complete [Foreign Travel Training](#).
- ☐ **Research your [destination](#).**
 - e.g., cultural norms, required vaccinations, currency, health issues, local laws, safety and security issues, language, electrical voltage, etc.
- ☐ Review pre-departure information from [Study Abroad](#) and [Global Operations](#).
- ☐ Document personal medical information.
 - e.g., blood type, preexisting conditions, allergies, dietary restrictions, vaccinations, prescriptions, insurance information, etc.
- ☐ Visit your primary care physician or [ASU's Health Services](#) for travel advice and/or required vaccinations.

Protecting yourself abroad (1-2 weeks in advance and during trip)

- ☐ For U.S. citizens, enroll in [STEP](#) (Smart Traveler Enrollment Program).
- ☐ Carry your [ASU Insurance Card](#) with you and be aware of your [coverage](#).
- ☐ All travelers are required to have a working cell phone in country. For remote locations or areas where cell phone service is limited, a satellite phone may be necessary.
- ☐ Review your Emergency Management Plan.
- ☐ Identify on-site contacts and resources.
- ☐ Review the Going Mobile page at [getprotected.asu.edu](#) for important information related to travel security for your electronics.
- ☐ **Plan for arrival at your destination.**
 - ☐ Pre-arrange your airport pick-up, accommodations, and transportation.
 - ☐ Think through issues like lost luggage, travel delays, and if credit cards or paper money is preferred at your destination.