

**CHECKLIST FOR PLANNING A TRIP ABROAD
Virginia Western Community College**

In order to insure that all paperwork has been properly completed and forwarded to the appropriate parties, please verify that you have complied with each of the following requirements. Forward a copy of the checklist to the School Dean.

- _____ 1) The director of the tour must obtain approval from the School Dean, Vice-President of Academic and Student Affairs, Vice-President of Financial and Administrative Services, and President. This approval is necessary to insure that the director is provided with current procedures.
- _____ 2) The director must leave with the School Dean an itinerary for the trip. The itinerary should include names of all hotels and phone numbers where the director and travelers can be reached at any time. Each traveler should also provide this information to three family members or friends.
- _____ 3) If the director is teaching a course as part of the tour, the director must develop a course syllabus and have it approved by the division chair who oversees the course area.
- _____ 4) The director and each traveler must sign appropriate Forms IT-1 and IT-2 International Travel Release Forms releasing the college from liability and giving the college authority to release personal FERPA information.
- _____ 5) Each student must (a) purchase an insurance plan that will provide a minimum of \$5,000 medical expense coverage, (b) provide a written statement to the college that the student has an insurance plan that includes coverage for travel abroad and that the student understands the procedure involved in submitting a claim for accident or illness abroad, or (c) provide the college a statement in writing that the student has no need for health insurance for travel abroad.
- _____ 6) Each student must submit a copy of their passport to the tour director when they present final payment for the trip.
- _____ 7) Each student must provide in writing the names, addresses, and phone numbers of three family members or friends who can be contacted in case of emergency. Copies of this information will be retained by the director of the tour and by the School Dean.
- _____ 8) The director of the tour must check the International Travel Warnings, which are posted at the State Department of United States Government's Web site (www.travel.state.gov) and verify that the country scheduled to be visited is not on the State Department's Travel Warning List.
- _____ 9) All monies collected must be deposited with the Business Office and the Business Office will pay all expenditures from these monies.

Type of Activity	Dates of Travel	Signature of Director	Date