

International Trip Leader Checklist

Pre-departure

- Trip leaders should be knowledgeable of travel risks specific to their destination and develop an itinerary that bests mitigates such risks (see resources below).
- All travelers set up profile in [MyTrips](#).
- Trip leader or designated person register the group trip in [MyTrips](#). Step by step instructions to register a group can be found on the [MyTrips](#) website.
- Travelers are encouraged to also register in the US Department of State's [Smart Traveler Enrollment Program \(STEP\)](#).
- All trip leaders carry a working cell phone in-country and distribute the phone number to travelers.
- Trip leaders are knowledgeable of the resources available in case of emergency including International SOS, local U.S. Embassies/Consulates, local authorities, Penn Police.
- Trip leaders are responsible to develop an **emergency plan** and distribute/discuss the plan with students (template available from molyneux@upenn.edu)
- Trip Leader conduct a pre-departure orientation to discuss cultural norms, travel risks, safety precautions, physical and mental health issues, expectations of conduct, and explain the emergency plan.
- All travelers should receive an International SOS wallet card, available electronically on the [ISOS-Penn portal](#), and understand when to use it.
- Trip leader identify a back-up faculty or staff member that can serve as trip leader in the event he/she is unable to fulfill their role for any reason. This person should be available and "on call" during the trip.
- The appropriate main campus contact should be established to hold copies of the daily itinerary, copies of passports/visas, on-site contact information, medical information and emergency contact information. This information should be held in a confidential manner.
- Trip Leader collects the following documents (optional, forms available by contacting molyneux@upenn.edu):
 - Acknowledgement of Risk & Release from Liability form
 - Pre-travel health form
 - Copies of passports/visas

Additional Steps for High Risk Travel

- Undergraduates traveling to a [heightened risk region](#) must gain pre-approval by completing the [Undergraduate Travel Request Process](#).
- Trip leader contacts International SOS to request a destination specific “Travel Security Brief” and/or arranges a conference call with a regional security analyst for all travelers to attend. International SOS will address specific questions about the destination (from both a security and medical perspective) and how to use/contact ISOS while traveling.
- Trip leader works with Director of International Risk Management to prepare an emergency response plan for the trip which would include a 24-hour emergency contact number on-site, local hospitals vetted by ISOS, Embassy information, evacuation plan, medical and emergency contact information for the students, etc.
- Travelers are given a copy of the Travel Advisory (if applicable) and ISOS Security Brief
- Travelers review/sign an **Acknowledgment of Risks & Release from Liability** specific to heightened risk regions.
- Chair/Dean of the academic department should be informed (and in support) of the program

Important Links for Penn Travelers Abroad:

[International Travel Guidance](#)

[Resources for Victims of Sexual Violence Abroad](#)

[If you are involved in an emergency while on a Penn trip abroad...](#)

[Undergraduate Travel Request Process](#)

Emergency Response

In the event of an emergency abroad involving a Penn student or employee, please contact local authorities, International SOS (215-942-8478) and/or Penn Police (215-573-3333).

Questions?

Office of Risk Management and Insurance

travelsafety@pobox.upenn.edu