International Trip Leader Checklist

Pre-departure

☐ Trip leaders should be knowledgeable of travel risks specific to their destination and develop an itinerary that best 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