

## 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 register in Penn's [Global Activities Registry \(GAR\)](#). Group travel registration can be initiated by a group administrator or trip leader.
- 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.
- 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 be given an [International SOS](#) wallet card 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. This person should be identified as "group administrator" in GAR.
- Trip Leader collects the following documents (optional):
  - "Acknowledgement of Risk & Release from Liability" form
  - Pre-travel health forms
  - Copies of passports/visas

### Additional Steps for Heightened Risk & Travel Warning countries

- Trip leader reviews Penn's list of [Heightened Risk Regions](#) and associated travel advisories.
- Undergraduates traveling to a region on Penn's list of [Heightened Risk Regions](#) 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 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 Warning (if applicable) and ISOS Security Brief
- Travelers review/sign an **Acknowledgment of Risks & Release from Liability** specific to heightened risk/Travel Warning countries.
- Chair/Dean of the academic department should be informed (and in support) of the program

### **Important Links for Penn Travelers Abroad:**

[Global Activities Registry](#)

[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](#)

### **Instructions to register GROUP TRIP in Penn's Global Activities Registry:**

- Access the GAR by clicking [here](#) and log-in (blue button on right)
- Click on "Group Coordinators" in the left-hand column and "Create a new trip"
- Step 1: enter Group Details (click save)
- Scroll down to click on "New Trip" and enter trip details (click save)
- Scroll down to click on "new destination" and enter your destination details (click save)
- Scroll down to click on "add person" and enter each traveler (search by PennID or last name)

**IMPORTANT:** Your registration is not complete until you enter your roundtrip flight itinerary. Upon entering a roundtrip flight itinerary, you will receive notification of International SOS membership, which includes travel medical insurance and emergency evacuation assistance. You can return to edit your travel plans at any time by logging-back into GAR.

### **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?**

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