

# College Affiliated Group Travel Guidelines

## Terra Dotta

- Contact your department's Terra Dotta administrator. Request that administrator create trip on Terra Dotta
- All students and staff must register in Terra Dotta: <https://travel.haverford.edu/>

## International Students

- F-1 Students, non-US citizens, and permanent residents must see Denise Allison, Director of International Student Services, to ensure any necessary paperwork is in order for smooth re-entry

## Letter to Parents

- Parents must be informed of trip at the beginning of the process
- Both parents need to hold valid passport in case of an emergency

## Passports

- Passport must be valid six months after expected date of return
- Leader should carry copies while traveling
- A complete set should be left with the Haverford sponsoring department or organization and Campus Safety

## Visas

- Leader should check if visa is required

## Verify Medical Records

- Leader meets with Health Services
- What vaccinations (if any) are required for travel?
- Confirm medical records are up to date

## Insurance

- Proof of personal medical insurance must be submitted to group leader
- Leader makes copies to take abroad and leaves one copy with Haverford sponsor
- Two Sources of Optional Supplemental Medical Insurance
  1. International Student ID Card (ISIC)
  2. iNext Card

## Obtain the Chubb Travel Assistance Card (provided by the College for emergency medical, evacuation, and travel assistance)

- Athletic trip information will be coordinated through Director of Athletics
- Leader meets with Human Resources to obtain Chubb Insurance card
- Leader meets with Director of Human Resources to obtain Rider (if necessary)
- To obtain Insurance Rider for trip, leader must submit entire itinerary in advance in order to calculate cost
- Leader must register with [Chubb Travel Assistance](#)

- Every Haverford student, faculty, or staff member on trip should print copy of [Chubb insurance card](#). A copy is always available on Haverford's Travel Resources website: <https://www.haverford.edu/travel-resources/insurance>

### **Register with the State Department Smart Traveler Enrollment Program (STEP) (2 weeks prior to trip)**

- Go to: <https://step.state.gov/step/>

### **Complete HC Emergency Contact Traveler Registration Form**

- Submit form to sponsoring department
- Provide contact list of participants and leader and their emergency contacts (phone and e-mail)
- Full itinerary
- Complete Emergency Action Protocol Plan
- Copies to: Campus Safety Office, Tom King, Head of Security; Provost Office, Martha Denney, Dean of the College

### **Cell Phones: All participants (students, faculty, staff) must have working cell phones**

- International Access
- Test phones upon arrival (text and phone call)
- Leaders' phone numbers must be shared with all participants

### **Laminated Location Card:**

- Name, address, and phone number of hotel in each city written in English on one side and in the language of the host country on the other side
- Cell phone number of leader of group
- Number to dial in case of emergency (911 equivalent)

### **Money**

- ATM card (recommended), credit cards (VISA/MasterCard) with PIN
- Students should inform bank and credit card companies of travel dates and destination countries

### **Resources**

- Health and Safety <http://www.globaled.us/safeti/>
- Center for Disease Control (Country Specific Information) <http://www.cdc.gov/>
- What's Up with Culture <http://www2.pacific.edu/sis/culture/>
- US Passports <https://travel.state.gov/content/travel/en/passports.html>
- eDiplomat [http://www.ediplomat.com/np/cultural\\_etiquette/cultural\\_etiquette.htm](http://www.ediplomat.com/np/cultural_etiquette/cultural_etiquette.htm)