

Higher Ed International Travel Tip Sheet

Updated 11/22/2019

International travel can be a great experience for all if everything is planned well. Here are some things State Risk Management (SRM) asks you to do and consider:

- **Passports:** Passports take time to obtain. Plan ahead. Make sure everyone has their passports before leaving Utah, and when moving from one location to another. Many places around the world do not check passports until you are physically in the country at a train station or an airport.
- **Travel Insurance:** SRM encourages you to obtain travel accident insurance. SRM has secured travel policies available for purchase from Moreton and Co. The cost is very reasonable and well worth it. The International Travel Accident Summary explains coverage and who to contact to arrange purchase. Moreton and Co. needs to have a month notice at minimum. Find the International Travel Accident Summary here:
 - <https://risk.utah.gov/travel-insurance/>
- **Accommodations:** Assure appropriate security, and privacy when booking overnight accommodations. Hotel rooms are typically more appropriate than hostels, private homes or home rentals.
- **School Policy:** Follow all your established policies related to travel and purchasing.
- **Risks:** Discuss risks with everyone involved.
- **Transportation:** Transfer transportation risk whenever possible. Use public transportation and common carriers (charter bus companies). If renting vehicles abroad, purchase additional liability insurance and damage waivers. All drivers must take the SRM provided Defensive Driver Course before driving. They should also be familiar with local driving laws and regulations.

Additional Info:

- **Resource:** Review the Federal Government's alerts on foreign travel destinations. Confirm your destinations (and any countries you may be traveling through) are not on the list. Travel Warnings and Travel Alerts should be taken seriously. Please also review this just before going and be open to canceling the trip if your destinations become listed.
 - <https://travel.state.gov/content/passports/en/alertswarnings.html>
- **Resource:** Review the Federal Government's "Country Information" webpage for each destination. This will provide even the most seasoned travelers good reminders to consider (make sure to expand each section on the page). Have everyone involved review this information.
 - <https://travel.state.gov/content/passports/en/country.html>
- **Vaccinations:** Some countries require additional vaccinations, a list of which can be found on the Federal Government's "Country Information" webpage above.

Important: The State Risk Fund provides liability coverage to employees and approved volunteers while performing their duties anywhere in the world as long as suit is brought in the United States. As a reminder, the Fund does not cover the student's liability.