

TRAVEL PLANNING CHECKLIST

Dartmouth supports the use of off-campus travel to enhance the educational experience and/or to support research. This checklist was developed to provide some guidance in your assessment of, planning for and conducting your off-campus travel.

Destination Assessment

- Review the US State Department website for alerts and warnings for your destination country
- Review the International SOS website for health and security information for your destination country
- Review the CDC travel/health recommendations for your destination country
- Confirm that the benefits derived from the travel outweigh the risks involved
- Submit a detailed trip itinerary to International SOS for their review and recommendations

Waiver

- If your travel involves stays in a country listed on the Global Dartmouth website (link), a waiver must be requested through the Provost's Office.
- The request should be submitted in advance of your travel as early as possible.

Documents

- Make sure you have a valid passport which will not expire within 6 months (180 days) after your return to the US
- Determine if you will need a visa for any of the countries you plan to visit. Dartmouth has partnered with Trivisa Passport and Visa Services to provide assistance for travel outside the U.S.
- Photocopy your passport, visa(s), insurance card, credit cards, tickets and other personal documents and give copies to someone you trust at home. Keep a copy for yourself, carry separate from originals.
- Scan important documents and email them to yourself

Register

- Register your travel in the Travel Registry (or as directed by applicable program)
- Share your itinerary with your office, family and/or friends
- Enroll your trip with U.S. Embassy's Smart Traveler Enrollment Program (STEP) to receive security alerts
- Download the Smart Traveler App from the US State Department

General

- Download the ISOS mobile app or obtain an ISOS card and always carry it with you
- Sign up for ISOS alerts for the destination(s) you will be visiting
- Obtain the phone numbers and addresses of the US embassy and consular offices for the countries you visit and carry the information with you. Non-US citizens should carry the same information for the country that issued their passport.
- Maintain a working cell phone for the area of travel

- Learn the local 911 equivalent number for emergencies (see ISOS website)
- Program important numbers into your phone and keep a printed copy handy
- Be aware of your surroundings and any neighborhoods or areas known to be unsafe
- Establish reliable local contacts
- Abide by the laws and regulations of your destination country
- Maintain control of and protect your drinks while at clubs, bars or pubs
- Do not accept food, drink or packages from a stranger
- Do not exhibit signs of affluence (e.g., wearing of expensive jewelry, watches, etc.)
- Avoid large crowds and demonstrations
- Try to blend in and avoid drawing attention
- Monitor travel advisories and the local news for your travel destination(s)
- Avoid traveling alone if possible
- Research local water hazards such as riptides, dangerous currents, or presence of predatory animals
- Know your swimming capabilities and do not exceed them
- Keep hydrated – Use bottled water and avoid tap water or ice
- Use sunscreen and insect repellent

Transportation safety

- Check the US State Department and ISOS websites to determine recommended means of ground travel
- Self-driving of motor vehicles is strongly discouraged
- Use local drivers who are familiar with local laws and customs
- Only use recommended taxi services and do not hail unknown taxis
- Review local laws and US State Department and ISOS recommendations regarding Uber/Lyft services
- When using motorcycles, scooters or bicycles for travel, check the local laws, insurance requirements and State Department/ISOS recommendations
- Avoid road travel from one city to another at nighttime; this can be very dangerous in many locations due to poor road and traffic conditions, driver fatigue, substandard vehicle maintenance, etc.

Lodging

- Determine security and access controls (door locks, window locks, video surveillance and monitoring)
- Research incidents of crime in area
- Determine fire controls (alarms, sprinklers, extinguishers, exits)
- Obtain a room between the second and seventh floor, if able (accessible via most fire ladders)
- Determine accessibility features
- Confirm presence of reliable power, internet/wifi access, and cellular signal
- Research emergency response (policy, fire, ambulance)
- Identify nearest medical clinic or hospital that offers quality care
- Notify sending or sponsoring department of local address

Health

- Learn and review disease exposures common to destination
- Learn and review insect/animal exposures common to destination
- Obtain recommended and required vaccinations
- Confirm access to reliable and safe water and food
- Schedule a travel consultation with Dick's House (students) or DHMC Travel Clinic (faculty and staff) at least 30 days prior to travel
- If taking prescription medications, pack them in your carry-on luggage and bring enough to last the duration of the trip plus a couple of extra days in the event of travel delays. Check to see if the medication is allowed (and/or available) in the destination country
- Confirm that you have insurance that will cover you while at your travel destination and while traveling

Emergency Management

- Be familiar with Dartmouth resources and how to reach them
- Determine local law and enforcement emergency services reporting requirements and assess local cultural impact of reporting (US State Department and International SOS can assist with this)
- Develop a personal risk management/emergency plan including identify alternate safe locations and evacuations plans
- Report any incidents or emergencies to on campus sponsoring department as soon as possible

Financial / Legal

- Alert your bank and credit card providers about your travel and discuss fees with them
- Secure your cash, credit cards and or important documents in a safe to which you alone have access if available
- Be familiar with local customs regarding use of cash, credit cards and mobile money

Cultural

- Educate yourself about local culture and customs
- Understand local verbal and non-verbal communications
- Understand the local rules of conduct
- Research local drug and alcohol laws and enforcement thereof
- Be aware of local views regarding LGBTQ, religious affiliations and gender dynamics
- Dress conservatively according to local custom

Cybersecurity

- Consult with IT regarding cybersecurity and encryption for destination country
- <https://services.dartmouth.edu/TDClient/1806/Portal/KB/ArticleDet?ID=67168>

Conduct

- Traveler's conduct is subject to all applicable handbooks, codes of conduct, policies and procedures to which they are subject while on campus. Additional, program or trip specific policies may apply as well.
- Conduct violations are subject to the same disciplinary action(s)

Additional Group/Programmatic Guidance

Third-Party Vendors

- Identify experienced and reliable third-party providers as needed
- Interview other institutions that have partnered with the vendor
- Consult with Procurement, Risk and General Counsel offices, seeking approval where needed
- Execute contracts outlining responsibilities of parties
- Carefully review the vendors crisis and emergency response plans for adequacy of response
- Verify insurance coverage

Transportation

- When retaining a transportation company review:
 - Age and condition of vehicles
 - Safety inspection practices
 - Driver safety and training
 - Limitations on number of hours drivers allowed to drive
 - Insurance coverage

Emergency Management

- Develop emergency plans to address
 - Injury or illness
 - Mental health issues
 - Assault
 - Arrest
 - Natural Disaster
 - Political unrest or demonstration
- Be familiar with Dartmouth reporting requirements
- Identify and communicate safe gathering locations

Financial / Legal

- Review local laws and customs related to banking, employment and contracts
- Be aware of currency fluctuations and potential ramifications to budget and cash management

Dartmouth College assumes no responsibility for activity outside the prescribed program