

Dear Faculty Member or Employee,

In addition to your individual travel preparations, these questions are meant to help you identify administrative needs that you might have for this trip. Through Global Support we can help you better prepare and link you to existing resources that can better support your work. We recommend that you review the included links and visit globalsupport.columbia.edu



IN AN EMERGENCY

1. Call ISOS **+1 215 942 8478** for any help.
(Columbia's Membership # is **11BSGC000064** and you may call them collect)
2. Call **'911 equivalent'** if it is feasible in your location

ISOS offers 24/7 worldwide medical referrals, medical and security assistance, lost passport help, evacuation and many other services.

2-3 Months Before Travel (or earlier)

✓	<p>What Country (-ies) will you visit on this trip?</p>	<ul style="list-style-type: none"> • If visiting multiple destinations, you may want to assess each with the following questions separately. • Research country's environmental, financial, health, legal, medical, political, safety, and telecommunications information.
✓	<p>How long will you be abroad?</p> <p>Online Resources: Faculty and Staff Working Overseas</p>	<ul style="list-style-type: none"> • Depending on the country, 180 days (even if not consecutive) in a particular year may trigger requirements that you should consider: <ul style="list-style-type: none"> ○ Will I trigger tax requirements? (either personal or to the University) ○ Will there be an issue with my 403(B)? ○ Does my health insurance cover me there? (if not, there might be other options)
✓	<p>Will you need to hire people in-country?</p> <p>Online Resources: Hiring in Host Country</p>	<ul style="list-style-type: none"> • What kind of hire will this be? (Could they be considered an employee by country laws?) • What type of work will they be doing?
✓	<p>Will you be hosting a meeting or conference?</p> <p>Online Resources: Cash Management</p>	<ul style="list-style-type: none"> • Will you need to rent space? • Are you bringing equipment? • Will you need facilitators/translators? • Will you be reimbursing people or providing funds for travel? • Will you need to pay honoraria?
✓	<p>Are you traveling with equipment?</p> <p>Online Resources: Data, Technology and Export Controls</p>	<ul style="list-style-type: none"> • Depending on the destination, there are several challenges that you should consider, including export controls, insurance, data protection, and other subjects that are explain on the website
✓	<p>Will you be conducting research while in-country?</p> <p>Online Resources: International Research</p>	<ul style="list-style-type: none"> • The Office of Research Compliance can best assist you to determine the steps to follow to ensure that you are in compliance before, during and after you return from your study site.
✓	<p>Will you need to use cash?</p> <p>Online Resources: Cash Management</p>	<ul style="list-style-type: none"> • Will need local FX or able to use US\$? • Plans to use a credit card? Will it work? • Will have access to safe ATM and will daily limit be an issue? • Will you be able to obtain FX denominations you need?



Questions?

Please contact the program director or email Global Support at globalsupport@columbia.edu
 Please review additional information on our site: globalsupport.columbia.edu