

Dear Faculty Member, Officer or Postdoc,

Following is a list of required and recommended steps or advice that are meant to complement the instructions and requirements that you receive from the staff for the program through which you plan to travel (unless you are traveling independently). We strongly recommend that you review the included links to other resources and visit [globaltravel.columbia.edu](http://globaltravel.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		
✓	<p><b>Research your destination; prepare</b>            Online Resources:  <a href="#">Research Your Destination</a></p>	<ul style="list-style-type: none"> <li>• Determine security or health risk for your destination.</li> <li>• Research country's environmental, financial, health, legal, medical, political, safety, and telecommunications information.</li> <li>• Prepare for cultural differences (e.g., how you dress and behave).</li> </ul>
✓	<p><b>Check Passport and Visa requirements</b>            Online Resources:  <a href="#">Passport and Visas</a></p>	<ul style="list-style-type: none"> <li>• Get a passport or check that your passport will be valid for at least 6 months <u>after the date of your return</u>.</li> <li>• Determine Visa requirements (i.e., dependent on type of visa, some countries require official letters of invitation).</li> <li>• (if needed) Request a passport and visas well in advance of the planned trip; the process may take up to 10 weeks.</li> </ul>
✓	<p><b>Complete health check-ups and health insurance coverage check</b>            Online Resources:  <a href="#">Travel Health Health Insurance</a></p>	<ul style="list-style-type: none"> <li>• Contact your health insurer about coverage abroad.               <ul style="list-style-type: none"> <li>○ Understand if you will need to pay out of pocket at the time of service and file reimbursements when you return.</li> </ul> </li> <li>• Call Travel Health/your physician; get immunizations and medications.               <ul style="list-style-type: none"> <li>○ Depending on length of the trip, request long prescriptions</li> <li>○ Health clearance, if required by your program.</li> </ul> </li> </ul>
✓	<p><b>Will you have <u>in-country</u> business needs?</b>            Online Resources:  <a href="#">Business Travel Checklist</a>  <a href="#">Global Support</a></p>	<ul style="list-style-type: none"> <li>• <i>These could be best supported through coordination in advance by CU Central Administration.</i> <ul style="list-style-type: none"> <li>• <i>Will you need to hire people?</i></li> <li>• <i>Will you need to make payments?</i></li> <li>• <i>Will you be running a meeting or conference?</i></li> <li>• <i>Are you bringing equipment?</i></li> <li>• <i>Are you adequately insured?</i></li> </ul> </li> </ul>
✓	<p><b>Are you leading a trip with students?</b></p>	<ul style="list-style-type: none"> <li>• Ensure that each student receives, reviews and follows the Student Checklist and establish with them a trip communication protocol</li> <li>• Discuss need for insurance with each student and ensure all, including you, register their trips with <a href="#">ISOS MyTrips</a></li> <li>• email questions to <a href="mailto:globalsupport@columbia.edu">globalsupport@columbia.edu</a></li> </ul>
2-3 Weeks Before Travel		
✓	<p><b>Research destination's current status</b>            Online Resources:  <a href="#">Alerts</a></p>	<ul style="list-style-type: none"> <li>• Determine <b>most current</b> security or health risk for your destination.</li> <li>• Resources include the U.S. Department of State, the Centers for Disease Control and Prevention and the ISOS GAP page.</li> </ul>

2-3 Weeks Before Travel (continued)		
✓	<b>Register Your Trip</b> Online Resources: <a href="#">Register A Trip</a>	<ul style="list-style-type: none"> <li>• Enter all required trip information through <b>ISOS MyTrips</b></li> <li>• Register with <b>STEP</b> (U.S. Department of State)</li> </ul>
✓	<b>Make a Financial Plan</b> Online Resources: <a href="#">Expenses</a>	<ul style="list-style-type: none"> <li>• Contact bank to credit/debit card will work at your destination</li> <li>• Exchange enough cash to last the first few days in your destination or plan to withdraw cash at an ATM or currency exchange kiosk</li> <li>• Clean out your wallet; take only necessary cards and ID</li> <li>• (If conducting research) and will need to make payments or other transactions in country, email <a href="mailto:globalsupport@columbia.edu">globalsupport@columbia.edu</a></li> </ul>
✓	<b>Develop safe transportation, lodging, preparedness and communication plans</b>  Online Resources: <a href="#">Research Your Destination</a>	<ul style="list-style-type: none"> <li>• Consider purchasing a flexible airline ticket.</li> <li>• Investigate your neighborhood and plan your daily route to and from your lodging and place of study, research, or work.</li> <li>• On <i>Traveler Preparedness Plan</i>, write emergency numbers and store them in your phone and email:               <ul style="list-style-type: none"> <li>○ Local equivalent of "911,"</li> <li>○ ISOS +1 215 942 8478</li> <li>○ Your country's embassy at your destination</li> <li>○ Trip leader and/or in-country contact</li> </ul> </li> <li>• Arrange a regular call schedule with someone at home; if you miss a call, that person can alert Columbia.</li> <li>• Practice being aware of surroundings ('situational awareness')</li> </ul>
1-2 Weeks Before Travel		
✓	<b>Make sure your laptop, smartphone, and other gadgets are ready</b>  Online Resources: <a href="#">Data, Technology and Export Controls</a>	<ul style="list-style-type: none"> <li>• Look into cell phones or calling cards</li> <li>• Prepare your computer for secure internet connections and remove unnecessary confidential data               <ul style="list-style-type: none"> <li>○ Download Columbia VPN client to access online resources</li> <li>○ Determine if <b>Eduroam</b> is available at your destination(s)</li> </ul> </li> <li>• Obtain a reliable physical lock for your laptop (airports are a prime location for laptop theft)</li> <li>• If you are either taking with you a mobile device or purchasing one in your host country, you should immediately input the numbers for all the resources listed above and the following:               <ul style="list-style-type: none"> <li>○ Number(s) at your host country to reach your trip leader or emergency contact (whichever is applicable)</li> <li>○ Number to your hotel or other lodging</li> <li>○ Airline number, both in the U.S. and in country</li> <li>○ U.S. (or your home country's) Embassy in your Host Country (visit the website of U.S Embassies, Consulates, and Diplomatic Missions from the U.S. Dept. of State)</li> <li>○ Equivalent to "911" for your Host Country</li> <li>○ Download and configure the <b>ISOS Membership App</b></li> </ul> </li> </ul>
✓	<b>Get, Print, Make Copies and Take</b>  Online Resources: <a href="#">Get, Print, Copy and Take</a>	<ul style="list-style-type: none"> <li>• Make copies (and keep in a safe place) to prepare for the possibility that you could misplace, lose, or someone steals items you need:               <ul style="list-style-type: none"> <li>○ Passport Identification Page and Visa and License</li> <li>○ Insurance, ISOS and Credit Cards (front and back)</li> <li>○ Flight and Other Travel Itineraries</li> <li>○ Immunizations and Prescriptions; other medical history (e.g., surgeries, allergies)</li> <li>○ <i>Traveler Preparedness Plan</i></li> <li>○ Important Telephone Numbers (numbers for friends and family saved in your phone; <b>write them down!</b>)</li> </ul> </li> </ul>

While In-Country		
✓	<b>Be safe during airport arrival</b>	<ul style="list-style-type: none"> <li>Remain vigilant to avoid being a target, and stay in physical contact with your luggage.</li> <li>Test your cell phone in a secure area.</li> </ul>
✓	<b>Update <i>ISOS MyTrips</i></b> Online Resources: <a href="#">ISOS MyTrips</a>	<ul style="list-style-type: none"> <li>Include any changes to your lodging and contact information, especially if you purchase a new phone or SIM card.</li> <li>Add any day trips, overnight stays, or weekend trips.</li> </ul>
✓	<b>Be safe regarding transportation, motor vehicles and lodging</b>	<ul style="list-style-type: none"> <li>Plan your routes, safe transport, and back-up routes for each excursion.</li> <li>Rely on public transportation, if appropriate, and use only licensed taxis ordered from a trusted source.</li> <li><b>Undergraduate students</b> are not authorized to operate vehicles on University business unless prior written authorization is given to the departmental Vehicle Coordinator by Risk Management.</li> <li>Review locks, windows, smoke detectors, and emergency exits.</li> </ul>
✓	<b>Communicate</b>	<ul style="list-style-type: none"> <li>In addition to updating the <i>ISOS MyTrips</i>, share your plans with Columbia contact, in-country contact, friend, or family member.</li> <li>Avoid posting your travel plans on social media.</li> </ul>
✓	<b>Be safe in case of injury or illness</b>	<ul style="list-style-type: none"> <li>Call your local emergency number, if appropriate.</li> <li>Contact ISOS for medical referrals and report any illness or injury requiring a doctor, even after the fact.</li> </ul>
✓	<b>Avoid or stay safe in case of mugging</b>	<ul style="list-style-type: none"> <li>Be cautious about ATMs and cash; avoid eye contact with attacker.</li> <li>Comply with attacker's demands, unless they try to take you away.</li> <li>Report any robbery or assault to ISOS.</li> </ul>
✓	<b>Avoid crowds and demonstrations</b>	<ul style="list-style-type: none"> <li>Avoid protests; even observations may be perceived as subversive.</li> <li>Do not take pictures; photos at protests may put you in jail.</li> </ul>
✓	<b>Seek help if you are arrested</b>	<ul style="list-style-type: none"> <li>First, call your country's embassy. If you cannot, ask others to call.</li> <li>Ask the embassy to please call ISOS; they can also assist and help communicate with your family and Columbia as needed.</li> </ul>
Returning back to Campus (NY)		
✓	<b>Prepare to return and remain healthy</b>  Online Resources: <a href="#">Return</a>	<ul style="list-style-type: none"> <li>Take the time to say goodbye and collect contacts.</li> <li>Review travel documentation and departure fees.</li> <li>Put your finances in order, and collect documentation for any reimbursements you may be seeking.</li> <li>Consider transmitting research data to avoid airport searches.</li> <li>If you're conducting research and plan to bring biological specimens to the US, you may need to obtain preauthorization.</li> <li>Have a plan for getting to and from the airport.</li> <li>Some prescriptions, like Malaria prophylaxis, may require that you continue taking it for several days after you return.</li> </ul>
✓	<b>Prepare your <i>Travel and Business Expense Report (TBER)</i></b> Online Resources: <a href="#">Prepare Your TBER</a>	<ul style="list-style-type: none"> <li>Follow your school/department directions regarding allowable expenses that are reimbursable through a TBER</li> <li>Remember that alcoholic beverages and other expenses can be disallowed by several funding sources; these might need to be either segregated or not included in the TBER.</li> </ul>


**Questions?**

 Please contact your program director or email: [globaltravel@columbia.edu](mailto:globaltravel@columbia.edu)

 Review additional information available through: [globaltravel.columbia.edu](http://globaltravel.columbia.edu)