APPENDIX B

International Travel Checklist

This is information from 2012-2013. For updated information on international travel policies visit www.vanderbilt.edu/travel AND talk with your advisor. This information is meant to serve as a reference and planning resource. Remember to work with your advisor every step of the way as you plan, so as to avoid major hurdles or road bumps down the line. OACS is here to help.

Vanderbilt Travel Policy:

3 MONTHS OUT
If you do NOT have a passport, visa, work permit or immunizations, and the destination country requires any of these items, start at least three months in advance due to the wait times for these items.

Early Planning:

1. Make sure you have a valid passport. The expiration date must be longer than 6 months from the end of visit. You should have at least two blank pages available for visa stamps.

   Passport and/or required visas:
   http://www.travel.state.gov/passport/passport_1738.html

2. Learn about required Visas or other necessary travel documents:
   • You may be required to obtain a visa or other travel documents in addition to a passport. It is your responsibility to ensure that you have the correct visa type for the activities that you are undertaking in the host country. Give yourself at least 3 months in advance of your trip to obtain a visa.
   • Information on entry/exit requirements for U.S. citizens can be found on the appropriate U.S. Department of State country information page:
     http://travel.state.gov/travel/travel_1744.html
   • NOTE: Visa requirements may be different for citizens of countries other than the United States. Non-U.S. citizens should review the host country’s embassy website to identify entry and exit requirements for the host country applicable to their nationality. International faculty and staff should also check with Vanderbilt’s VISIT office or ISSS office (depending on visa type) to determine if they need to obtain any paperwork to keep their U.S. immigration status in good standing.
   • Travelers may need a letter of invitation from the host country to get a visa. This letter can be obtained by the person who invited you to the country, or, for
conferences, check the conference website for visa entry letter information. If you have additional questions about obtaining a visa for travel, please contact the Vanderbilt International Office (VIO) at vio@vanderbilt.edu.

3. Check with the Export Control Office regarding export restrictions and best practices on traveling with laptops, research equipment and other high-tech items at: http://www.vanderbilt.edu/exportcompliance/travel.php


   • Check for any Travel Warnings and other travel alerts: http://travel.state.gov/travel/cis_pa_tw/tw_1764.html. Investigate current political landscape, weather, and legal system.

   If the country where you want to travel is under a travel alert or warning, contact your OACS advisor immediately as this might need to be referred to a Risk Assessment Committee for further review.

OTHER USEFUL LINKS
   • TSA - Travel Security Administration
     ○ http://www.tsa.gov
   • International Travel Advisories and Related Information
   • US Department of State, Bureau of Consular Affairs
     ○ http://travel.state.gov

Request Travel Authorization:

   5. This is a paper form; however an online tool for this step is coming in 2012...
   Instructions on filling out the form are at: http://www.vanderbilt.edu/procurement/disbursement/training/1%20Travel%20Authorization/Travel%20Authorization.htm

   **Your OACS advisor is here to provide that form as well and help ensure it is filled out correctly. We welcome you to ask for assistance with this step.

Complete a Student Travel Form. Pick up from your OACS advisor: http://www.vanderbilt.edu/oacs/what_we_do/StudentTravelFormTravelAdvanceProcedure.pdf

Complete the Global Education Office Travel Registration Form:
Other Considerations Before You Leave:

MEDICAL

6. Make sure you have adequate medical insurance while traveling abroad. Vanderbilt faculty and staff traveling on business may need to purchase supplemental international health insurance for the period they are abroad. If your health insurance doesn’t have adequate coverage, you may purchase short-term health insurance through Vanderbilt’s group plan with HTH insurance.

7. Check to see what, if any, immunizations are required for travel, and how far in advance you need to receive them. The VU Occupational Health Clinic and the VU Travel Clinic follow CDC guidelines but offer different shots. Required shots for travel vary by country.
   1. Start at the Occupational Health clinic, which can provide most required immunizations: http://occupationalhealth.vanderbilt.edu/
   2. If your trip requires a yellow fever immunization*, the Travel Clinic will provide this shot; however, first get a referral from the Occupational Health clinic so your vaccination will be free of charge: http://www.vanderbilthealth.com/travelclinic/
      *If you have previously traveled to a country that requires a yellow fever vaccine, you will need the Yellow Fever Certificate to enter other countries in subsequent travel. Always carry the document with you and check with both the VU Occupational Health Clinic and the VU Travel Clinic at least 2 months before departure.

8. Request additional prescription medication if the duration of your trip extends beyond your supply of medicine. The Vanderbilt Travel Clinic can assist you in obtaining extra refills:
   - http://www.vanderbilthealth.com/travelclinic/20836

GROUP TRAVEL

9. Contact the Global Education Office if you plan to take a group of students overseas: https://webapp.mis.vanderbilt.edu/studioabroad/
FINANCES

10. Notify your bank and credit card company of your travel so a hold is not placed on your account
   • If being paid overseas, employees should establish, before departure, where his/her compensation will be deposited. You should ensure that your bank conducts business in the host country and that these funds will be available to you when needed.
   • If traveling to a less modernized country, research the financial infrastructure of that country in case only cash is accepted.
   • Cash advances are available if you are unable to use personal funds and await reimbursement when traveling to countries where credit cards and ATMs are not commonly used.
   • Information on filling out the Cash Advance request form is at: http://www.vanderbilt.edu/procurement/disbursement/training/2b%20Travel%20Advances%20%28optional%20module%29/Travel%20Advances.htm

If you are taking a debit/credit card: contact your bank and let them know about your trip. Know the credit limits and ask how to contact them from abroad.

ELECTRICAL ADAPTERS

11. Electrical plugs from the United States do not fit into outlets in many foreign countries. If you plan to take a laptop or other electrical equipment on your trip, investigate what type of electrical adapter—if any—is required.
   • http://www.voltagevalet.com/elec_guide.html

FINAL NOTES

• Consider taking CPR and First Aid Classes. Contact the American Red Cross at Vanderbilt:
  o http://vanderbiltredcross.org
• Prepare a wallet size card with emergency phone numbers, U. S. Embassy phone numbers.
• Check in with your parents when you arrive at your site!

AFTER YOUR RETURN

• If you traveled out of the U.S., schedule an appointment with your doctor to check for anything else you may have been exposed to.
• Check in with OACS/ your advisor to let them know you are back in town.
• Site Leaders will check in with OACS staff to submit all paperwork & finance reports.

This information can also be found at: http://www.vanderbilt.edu/travel
OACS International Travel Quick-Checklist

- Make an appointment(s) with VU (or other) Travel Clinic to discuss trip and receive any necessary vaccinations
  - http://www.vanderbilt.edu/student_health
- Student Travel Form (Site Leader’s is blue, the rest are copies for all participants)
- Release of Liability Form (Site Leader’s is green, the rest are copies for all participants)
- OACS Online Travel Clearance
  - http://sitemason.vanderbilt.edu/site/gS13Hi/OACS_Int_Travel
  - Your agreement to adhere to Vanderbilt’s Drug & Alcohol Policy while on your trip is embedded in this document
- Purchase HTH International Insurance
  - Includes personal health insurance, passport information, HTH international insurance information, emergency contacts, etc.
- Register with the Global Education Office (GEO)
  - Several steps included in this process, including trip logistics, flight information, etc. All steps must be completed.
  - https://webapp.mis.vanderbilt.edu/studioabroad/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=3417DCE2-C1C8-81EE-E7B7-1346E6FED6&Link_ID=C8C65FE6-9C6C-B374-839AD2AB8B91D56&plID=10&IID=58
- Register with ISOS at VU (will be linked to registration through Frosch later in 2012, but must be done in Spring of 2012)
  - First, set up a personal profile on ISOS if you have not already (one-time step):
  - ISOS provides travel assistance and evacuation services for all Vanderbilt students, faculty and staff members traveling internationally on Vanderbilt-related business:
    - http://www.internationalsos.com/members_home/login/login.cfm
- Register with the State Department Travel Registration (STEP Program)
  - https://travelregistration.state.gov/ibrs/ui/
- Provide copy of valid passport to OACS office (deliver to your advisor at least 3 weeks prior to departure)

Contact Lauren Moon or Christine Drasba with any questions you may have:
lauren.moon@vanderbilt.edu | christine.e.drasba@vanderbilt.edu
615-343-7878 (office)
Sarratt 305
## APPENDIX C

### DEPOSIT SHEET

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by:</td>
<td>BOX 6308 Station B</td>
</tr>
<tr>
<td>Deposit Account:</td>
<td>(5 digit number)</td>
</tr>
<tr>
<td>Center:</td>
<td>- - - -</td>
</tr>
</tbody>
</table>

Total Deposit (combined cash and check): $__________

Use lines below to list checks received

<table>
<thead>
<tr>
<th>NAME ON CHECK</th>
<th>CHECK AMOUNT</th>
<th>CHECK NUMBER</th>
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<tbody>
<tr>
<td>1.</td>
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</table>

Total # of Bills: ____  Total # of Coins: ____

Total $ Amount of Cash (bills & coins): ________  Total $ Amount of Checks: ________

** Must also itemize cash and coins. Can use space above for itemized checks to itemize bills/coin.

Format:
- 1s x 5 = $5
- 5s x 3 = $15
- 10s x 4 = $40
- 20s x 3 = $60
- quarters x 4 = $1
- dimes x 3 = $0.30
- nickels x 5 = $0.25
- pennies x 10 = $0.10