

Faculty and Graduate Student Travel – Ten Steps for Preparing to Go!

You're excited to go abroad to do your field work, collaborative research, take UW students, go on conference travel, or sabbatical– now what? Follow these 10 easy steps and you'll be prepared and ready to enjoy!

1. Get your [passport](#)! If you already have one, make sure that it doesn't expire in less than six months. Many countries will not allow you in unless you have more than six months left until its expiration.
2. Get your visa if one is required. Each country has its own entry and exit requirements, which can vary depending on the length and purpose of your visit. Find out more by researching your destination's [country specific information here](#).
3. Visit the [Centers for Disease Control and Prevention Travelers' Health](#) page to find out what vaccinations you might need. If you need vaccinations, schedule an appointment with either your medical provider or the local public health office (if you're in Laramie, contact [Albany County Public Health](#)).
4. If you plan to take any University owned items, such as laptops and software, out of the United States please contact the UW Research Compliance Attorney at 307-766-4123. It is important to make this contact as soon as possible so they can help you determine if any additional steps need to be taken for your trip. Under current federal regulations, you may be required to take "export control" training (available at <http://www.uwyo.edu/research/compliance/export%20control/index.html>) prior to your trip. If you are taking technical data or certain types of software, additional requirements may apply.
5. As early as possible, fill out a [UW Foreign Travel Notification](#) – this will automatically enroll you in [UW's foreign travel insurance plan](#) at no cost to you. This plan provides worldwide travel assistance, personal security services, medical assistance, and emergency travel assistance. If UW's plan does not cover your destination, UW Risk Management and Insurance will work with you to obtain a policy that fits your needs.
6. Sign up for the U.S. State Department Smart Traveler Enrollment Program, [STEP](#). Once you sign up, STEP will provide you with current information about your destination, including during emergencies. It also makes it easier for consular officials at embassies and consulates to contact you if you need assistance.
7. Notify [Procurement Services](#) that you'll be travelling abroad if you'll be using your p-card while you are travelling.
8. Notify your bank and credit cards that you'll be overseas if you plan to withdraw cash at ATM's or use your credit card on your travel – otherwise, they may freeze your cards when you're trying to use them. A simple call to the number on the back of your card will do it! Make sure to ask about fees they may charge, like foreign transaction fees, and how they'll calculate your exchange rate.
9. Make photocopies of your passport. Leave a copy with your department and an emergency contact in the U.S. If you lose your passport, it is much easier to replace if you have a copy of the information page.
10. Find out what adapters and/or electrical conversions you might need for your mobile devices. Note that many devices have built in voltage converters in their chargers, though you will most likely need a plug adapter no matter what device you bring. Visit [IndependentTraveler.com's](#) site for more information.