

TRAVEL ABROAD CHECKLIST

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. Check in with the UW Research and Economic Development Office at 307-766-5320 to get guidance on staying in compliance with Export Control laws. Even if you are only taking your UW laptop abroad, check their Export Laws and Regulation page and ask them for assistance.
5. 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.