George Mason University International Travel Checklist

☐ Review university policies regarding international travel:
   a. University Policy 1134: University-Sponsored or University-Related International Travel
   b. University Policy 2101: Travel Authorization and Reimbursement

☐ Complete and submit an Application for Travel to Hazardous Areas and Countries under Comprehensive Economic Sanctions at least 30 days in advance of the proposed travel date or as soon as travel is anticipated and before making travel arrangements if planning travel to a hazardous area or country under comprehensive economic sanctions (http://internationaltravel.gmu.edu/hazardous-areas/).

☐ Review U.S. Department of State information on the destination country(ies) at: http://travel.state.gov/content/passports/en/country.html.

☐ Register Travel with the U.S. Department of State Safe Traveler Enrollment Program (STEP) at (https://step.state.gov/step/) and completed the U.S. Department of State Traveler’s Checklist (http://travel.state.gov/content/passports/english/go/checklist.html).

☐ Access the university’s International Emergency Insurance (Mercer Travel Assist – http://mercertravelassist.com) provider’s website and review information on the destination country(ies). Click here to download first-time registrant instructions.

☐ Individual student travelers must register travel with the Mason Study Abroad Travel Registration System (http://masonabroad.gmu.edu/) and purchase International Emergency Insurance during the process. Note: Academic Directors/Trip Leaders handle travel registration and purchase of International Emergency Insurance for group travel. International Emergency Insurance is provided to faculty and staff upon employment. Proof of insurance may be required during the visa application process, please submit the Declaration of Coverage Request form to request documentation. For more information on accessing coverage, visit http://risk.gmu.edu/insurance/international-travel-insurance/.

☐ Review Research, Development, Integrity, and Assurance (RDIA) export controls (http://oria.gmu.edu/export-control/) and contact RDIA if necessary to confirm that activities and equipment related to your trip do not conflict with Federal export control regulations.

☐ Complete a Trip-specific International Travel Emergency Plan, for a group or individual, prior to departure and finalize this plan when you arrive in country (http://internationaltravel.gmu.edu/travel-resources/).

☐ If you are not a U.S. citizen or a lawful permanent resident and need advice about what is required to re-enter the United States, consult the Office of International Programs and Services (http://oips.gmu.edu/).

☐ Participate in pre-departure training and orientation for Academic Director/Trip Leaders provided by Mason Study Abroad.

☐ Conduct a briefing and distribute all travel information to participants.

This form is for personal use; it does not need to be submitted

03/2018 University Travel Advisory Committee