Archdiocese of Seattle

International Travel Planning Guide and Checklist

- You are responsible for the research about your destination regarding:
  - Current Political Environment
  - Required Vaccinations & Immunizations
  - Weather/Climate Expectations
  - Visa Requirements
  - Passport Requirements (check expiration on Passport – some countries insist on a passport validity of at least 6 months)
  - Cultural Differences

- Resources Available for this information are:
  - [http://travel.state.gov](http://travel.state.gov)
  - [http://cdc.gov/travel](http://cdc.gov/travel)
  - There are also travel publications such as Lonely Planet & Rough Guide

- Plan to keep the following documents on your person at all times during your journey:
  - Emergency Medical contact details
  - Address and contact information for your local accommodations
  - Location of U.S. Embassy or Consul
  - Copy of Passport

- Packing Tips
  - Research local customs for appropriate attire
  - Water Bottle
  - Sturdy walking shoes
  - Bug Spray
  - Sun Block

- Secure International Medical Insurance (Mandatory before any International Trip is taken)
  - Cost of coverage $3.30 per person per day
  - [https://www.travelwithgallagher.com/](https://www.travelwithgallagher.com/)
    - Bottom Left – First Column. Click Register & Enroll - Individual (Traveling Alone) follow instructions for registration
    - After registering, you will be asked to login
    - You will now need to Add a New Trip
      - Trip Name – call it anything you want
      - Trip Type – International
      - Description – type destination and dates of travel
      - Sending Organization – in the “Search by Organization Name” box – type in Corporation of the Catholic Archbishop of Seattle and it will populate the organization box
• Carbon Copy 1 – if the parish/school would like copy of insurance confirmation, type e-mail address here
• Press Save & Continue
  ▪ Traveler will now EDIT trip from “trips” tab under My Account
  ▪ Press edit button on newly established trip line
  ▪ Far right column will show a trip summary
    o Areas to EDIT are: Destinations, Coverage & Premium Summary
    o Click Destinations
      ▪ Enter Trip Destinations screen will come up – press Add Destination button
      ▪ Populate: Country, City, Start Date, End Date & Plan=Volunteer Travel Insurance Press Update
    o Click My Coverage
      ▪ Print all 3 documents and keep with you
    o Click Premium Summary
      ▪ This is the participation agreement, invoice and payment screen