

International Travel Approval Checklist
Department of Environmental Science and Technology
January 17, 2025 (Revised)

- Travel funds for International Travel are available (Approval by Ros Pinkard)
- Travel Request is approved in Concur. This ensures enrollment in international medical and security assistance insurance ([CISI](#)).
- Countries to visit Do Not have Travel Advisories from the US State Department (if so, you must write a justification for travel to unsafe areas). Travelers to higher-risk locations should request a health, safety, and security (HSS) consultation with Leanne Johnson, Director of International Risk Management, prior to departure to discuss the UMD resources available to help manage identified risks.
- All required immunizations have been obtained (see Health Center Travel Nurse)
- CISI Travel Insurance will automatically be issued through the University 2 days prior to departure if the travel approval request has been approved by Ros Pinkard in Concur. Covered UMD international business travelers can expect to receive a CISI ID Card, and related details, via email from enrollments@culturalinsurance.com 2 days prior to their departure date. If the CISI ID card with related details is not received by the traveler 2 days prior to the date of travel, the traveler may contact Travel Services, travel@umd.edu, with the Trip Number to determine the status of that trip's CISI coverage. Coverage summary: <https://welcome.culturalinsurance.com/college/umcp/>
- Copy of Passport has been filed with the ENST Business Office via Tina Scites at least 48 hours prior to departure. Confirm your passport has not expired and will not expire during the trip.
- Copy of Final Travel Itinerary, including contact information, has been filed with the ENST Business Office via Tina Scites at least 48 hours prior to departure.
- Trip is registered with the US State Department's STEP program, <https://step.state.gov/step/>.
- The [Healix Travel Oracle app](#) that provides country-specific health and safety alerts has been downloaded.

*** Failure to abide by these rules can result in the inability to obtain reimbursement. ***