International Travel Approval Checklist
Department of Environmental Science and Technology
October 5, 2023 (Revised)

❏ Travel funds for International Travel are available (Approval by Ros Pinkard)

❏ 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)

❏ 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. 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 <u>48 hours prior to departure</u>. 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 <u>48 hours prior to departure</u>.

❏ Trip is registered with the US State Department's STEP program, https://step.state.gov/step/.

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