



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://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 \$4.00 per person per day
 - <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
 - Areas to EDIT are: **Destinations, Coverage & Premium Summary**
 - 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
 - Click My Coverage
 - Print all **3** documents and keep with you
 - Click Premium Summary
 - This is the participation agreement, invoice and payment screen