Preparing for International Travel
TRAINING GOALS

- Pre-Trip Planning
- How to Use Government Travel Resources
- Travel to Remote Locations
- Executive Assistance and Health Insurance
- How to Report Emergencies
- Questions
Pre-Trip Planning

Before you travel, please provide the following applicable information (Utilize Forms Attached)

1. Copy of page 1 of your passport
2. Emergency Contact Information
3. Your Itinerary – Please be specific
4. Cell phone and email address

Providing this information will allow us to assist you in case of emergency.

You may wish to obtain an international cell phone to ensure your safety.
Emergency Contact Information

Name: ________________________________
In case of emergency, please contact (in the following order)

Name:
Address:
Phone Number(s):
Email:
Relationship to you:

Name:
Address:
Phone Number(s):
Email:
Relationship to you:

Name:
Address:
Phone Number(s):
Email:
Relationship to you:
Bowdoin College
Information Checklist for Travel Abroad

Traveler’s Name:___________________________________________
Email Address:_________________ Campus Phone Extension:_______
Cell Number:________________________ Date:__________________

1. Have you reviewed the tips provided in the ‘Before Travel’ section of the attached documents? Yes or No
2. Please note the dates of travel (approximations are acceptable)
   Departure: ________________ Return: ________________
   Please list the country(ies) you will be visiting during your trip:
   __________________________________
   __________________________________
   __________________________________

3. Are there any current State Department travel warnings for any of the countries listed above? Yes* or No
   Current warnings are available at http://travel.state.gov/travel/cis_pa_tw.tw.tw_1764.html
   *If yes, please call Bowdoin’s Procurement and Risk Manager at 207-725-3115 for assistance prior to booking travel arrangements.

4. Attach a copy of page one of your passport to this document to be used in case of emergency.

5. Have you registered your trip with the local embassy? Yes or No
   To register your trip visit https://travelregistration.state.gov/ibrs/ui/

   If you have questions, please Bowdoin’s Procurement and Risk Manager at 725-3115.
Government Travel Resources

Has the State Department issued a travel warning for the country where you are traveling?

Current warnings are available at

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

If a warning exists, please call Bowdoin’s Procurement and Risk Manager, 207-725-3115, for assistance prior to booking travel arrangements.
Government Travel Resources

Have you registered your trip with the local embassy?

To register your trip visit:

https://travelregistration.state.gov/ibrui/

Embassy officials are best able to assist you when you pre-register your trip. Registration is encouraged for volatile regions.
Government Travel Resources

Become familiar with specific health risks or concerns for the country or region you plan to visit. The CDC offers a traveler’s health page for most countries.


or

Utilize the World Health Organization Website

www.who.org
Family and Friends as a Safety Net

- Inform your family and friends of your trip plans – Be specific
- Tell them when you will call to check in
- Tell your family what leisure trips you have planned and how you will get there

When your family and friends know you plan to contact them at a certain time – they will expect you to call. If you don’t call them they can intervene to ensure you are ok.
Assumption of Risk Statement and Indemnification

For certain trips you may be asked to collect assumption of risk statement and indemnification form. This most frequently applies when you are leading a trip.

For more information and assistance contact:

Ann Ostwald in the Dean for Academic Affairs Office

725-3579 or aostwald@bowdoin.edu
Trips to the developing world and remote locations

Have you considered the following risks?

• Limited access to high quality medical facilities and care
• Exposure to disease
• Civil and political unrest
• Terrorism
• Lack of modes of communication – Phone and Email Service
• Limited access to cash – Lack of banks or atm service
• Limited access to safe transportation
Executive Assistance Program

The Executive Assistance Program is an emergency assistance service designed to assist you with extraordinary needs when you are traveling outside of the United States.

You should call the Executive Assistance Service when:

- You require a referral to a hospital or doctor.
- You are hospitalized.
- You may need to be evacuated or repatriated.
- You need to guarantee payment for medical services.
- You experience local communication problems.
- You need lost document assistance.
- You require embassy or consular assistance.
- You require emergency medication, not otherwise available.
- You require emergency travel arrangements.
- You require legal services.

This program is not an insurance policy and does not provide medical payments; rather it is designed to work in tandem with your existing insurance and provide assurance of benefit availability.
Emergencies Requiring Immediate Campus Notification
Call Security 207-725-3500

If you or a trip participant experience one of the following emergencies while traveling contact Campus Security as soon as possible.

- Serious illness, physical or mental
- Significant accident with serious injury
- Participant is missing
- Any legal action
- Arrest or questioning
- Civil unrest or political uprising
- Natural disaster, environmental disaster or major transportation disruption
- Hospitalization
- Kidnapping or hostage situation
- Sexual assault
- Terrorist threat or act in the vicinity of students or employees
- Disease outbreak
- Death

If you are leading a trip please consider talking with the group, prior to travel, to inform them of the need to call campus in the event of an emergency.
When leading a trip avoid being the sponsor of non-academic activities

It is a best practice to avoid sponsoring non-academic activities while on international trips. Examples might include scuba diving, mountain climbing or a side trip to a local attraction. To avoid being considered the Sponsor of such activities:

• Do not promote those trips or activities
• Do not include them in materials describing your trip
• Do not collect money from participants to pay for the activities
• Do not pay for any part of the activity
• Do not make travel arrangements for the participants to get to the activity
• Do not allow faculty or staff to accompany the participants to the activity
• Do publish the official start and end date of the trip
If you are leading a trip, encourage participants to follow these strategies to avoid becoming a victim:

- Avoid overindulging in alcohol and becoming impaired.
- Always keep your eyes on your drinks to ensure substances are not slipped into them.
- Use a buddy system when out at night.
- Avoid leaving restaurants and night clubs with strangers.
- Know the local culture and be aware of behaviors that might make you vulnerable.
Bowdoin Policies Apply

When you are traveling with a group make sure that everyone understands that Bowdoin Policies apply to them while traveling for a Bowdoin Program.

Set the tone early to ensure that everyone knows that discrimination and harassment will not be tolerated.

While traveling report incidents to security and document the incident in writing to the best of your ability.