

## **International Travel Check List**

**Passport** – Apply for at State College Post Office. Form/instructions downloadable at:  
[http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html)

**Visa** – check out Travel Document Services (TDS) site: [www.traveldocs.com](http://www.traveldocs.com)

**Vaccinations** needed? (Health/Vaccinations section of TDS – provides direct link to CDC website which provides the information you will need to decide whether you need optional vaccinations).

Book your **flight**.

Make **Hotel** reservations.

**Medicines** – remember to have adequate supply of prescription meds. This may require a visit to Dr. to explain why you need a 3-4 (for example) supply of a particular med. Also, take over the counter meds that you use regularly with you.

Check **insurance coverage** for emergency medical treatment out-of-country and evacuation coverage.

**Contact US embassy** in country you'll visit and provide itinerary of your travel schedule with them. Embassy contact info may be found on TDS site.

**Prepare itinerary**, contact list, etc. and leave with key individuals here (family, secretary, dept. office)

Make **copies** of Insurance Card (if purchasing additional coverage, the co. will provide you with information to carry with you), your passport and visa. Leave one copy with your itinerary (above). Keep one copy in your suitcase. Keep one copy in your purse or on your person. Some countries require you to keep your original passport/visa on you at all times. If not, carry a copy and leave your original in the hotel safe. It's also wise to leave your return ticket in the hotel safe.

Determine **cash needs**. This is best accomplished by talking to someone who has traveled in the country already. They can give you an idea of how expensive meals, entrance fees, travel fees, etc. are. Also, in some countries Traveler's Checks are useless (primarily because business won't accept and few banks exchange them). Some countries will not exchange US dollars that are dirty or wrinkled or written on. (If this is the case and you intend to take \$500 or more in cash, you might wish to alert your bank that you'll be needing "clean" money – they may not automatically have such in their drawers if you show up unexpectedly.) You can learn the conversion rate at the following site:

<http://www.oanda.com/convert/classic>

**Submitting Travel Support Forms.** If you are traveling on PSU business, you will need to submit a Travel Support Form (<http://guru.psu.edu/gfug/instruct/7-01frm3.pdf>) and Per Diem Worksheet (worksheet available from dept. ofc.)—current per diem allowances can be found at: <http://www.state.gov/m/a/als/prdm/2002/8601.htm>  
Make an appointment with your department accountant before traveling to ensure you keep the proper documentation/receipts needed as back up for these forms.

**Inform International Programs, College of Ag Sciences, of your travel plans.**  
Frequently, we have documents/letters/proposals we will have faculty/staff hand carry if we know they are going that way. By letting us know your plans, you may be able to help us further the international programs of the College as a whole.

**Travel Document Services, Inc. site:**

[www.traveldocs.com](http://www.traveldocs.com)

Visa -- entry requirements

Visa requirements/validity/costs

Visa application to download

Instructions on applying for Visa

About Country/People/History/Culture/Government

Travel Conditions

Embassy/Consulate Address

Travel Advisories

Travel Tips

Customs/Duties

Health/Vaccinations

Additional site with various miscellaneous **travel info:**

<http://guru.psu.edu/travel/>

*If you need any help, please be sure to contact us -- the College of Ag Sciences  
International Programs Office, 106 Ag Admin Bldg, 863-0249.*

August 2002