

International Traveler Checklist

Funding UM-sponsored International Travel

☐ Complete a Travel Authorization Form, detailing the expected expenses for your travel. Forms are available from the [Office of Procurement Services](#). The form must be signed by the traveler, initialed by the signatory of each account authorizing funds for the travel, and signed by the traveler's supervisors, including the Provost and Chancellor for international travel, before any advances are issued. It is recommended that travelers get confirmation of approval by Procurement prior to making travel arrangements.

- Note the names of any institutions and/or collaborators with which you are meeting on the travel authorization.

☐ Complete an International Travel Approval Form, available from the [Office of Procurement Services](#).

- Familiarize yourself with the UM Travel Policies:
 - o [Airline Travel](#)
 - o [Private Vehicle Travel](#)
 - o [State Contract Travel Agency Services](#)
 - o [Rental Cars](#)
 - o [Meal Allowance](#)
 - o [Lodging](#)
 - o [Travel Advances](#)
 - o [Travel Reimbursement](#)
- UM Travel Policies represent the maximum amounts that are reimbursable for UM-sponsored travel. Lower amounts than the maxima may be reflected on the travel authorization.

Documentation and Planning

☐ Collect the appropriate travel documents.

- Passport, with at least 6 months validity beyond your return date
- Visa, if pre-departure application is required
- [Travel Signature](#), if you are on an F or J U.S. visa

☐ Contact banks and credit card companies to authorize your cards for use overseas. Obtain a PIN to access cash, and be knowledgeable of any foreign transaction fees that your cards will incur.

- Leave bank and credit card information with a trusted, authorized person at home in case of loss of property while overseas. It will be easier for someone at home to make arrangements in the event of loss of a card overseas.

☐ Contact your cell phone provider for information on overseas plans or overages you may incur while overseas. Cell phone use is generally not reimbursable.

☐ If you are taking electronics, research the voltage and plugs required for your destination(s).

Health and Safety

- ☐ Visit the State Department's [website](#) to read about your destination(s).
- ☐ Visit the Centers for Disease Control [website](#) to read about traveler health and required immunizations in your destination(s).
- ☐ For US citizens, it is highly encouraged that travelers enroll in the [Smart Traveler Enrollment Program](#) through the U.S. Department of State. Other countries have similar programs for their citizens.
- ☐ It is recommended that UM employees enroll in the travel insurance policy through Cultural Insurance Services International (CISI). The policy is available for review at the Study Abroad Office's [website](#). To enroll, send the following information to abroad@olemiss.edu:
 - Full Name
 - Birthdate
 - Citizenship
 - Destination(s) (City and Country)
 - Dates of Travel
 - Email Address
 - Cell Phone Number

The cost is approximately \$45 for 30 days (minimum enrollment period). Payment can be made by departmental account, check, or cash. Dependents (spouses and children) may enroll for approximately \$96 per traveler for 30 days (minimum enrollment period). Contact the [Study Abroad Office](#) for instructions. Payment for dependent insurance must be made directly to CISI. UM employees who travel often may purchase insurance annually starting August 1 each year.

Promotional Items

The Office of Global Engagement has promotional items, including brochures, folders, pens, notebooks, etc. for you to take in promoting the University of Mississippi to institutions abroad. Please contact OGE at oge@olemiss.edu for promotional items.