College Affiliated Group Travel Guidelines

Terra Dotta

- Contact your department’s Terra Dotta administrator. Request that administrator create trip on Terra Dotta
- All students and staff must register in Terra Dotta: [https://travel.haverford.edu/](https://travel.haverford.edu/)

International Students

- F-1 Students, non-US citizens, and permanent residents must see Denise Allison, Director of International Student Services, to ensure any necessary paperwork is in order for smooth re-entry

Letter to Parents

- Parents must be informed of trip at the beginning of the process
- Both parents need to hold valid passport in case of an emergency

Passports

- Passport must be valid six months after expected date of return
- Leader should carry copies while traveling
- A complete set should be left with the Haverford sponsoring department or organization and Campus Safety

Visas

- Leader should check if visa is required

Verify Medical Records

- Leader meets with Health Services
- What vaccinations (if any) are required for travel?
- Confirm medical records are up to date

Insurance

- Proof of personal medical insurance must be submitted to group leader
- Leader makes copies to take abroad and leaves one copy with Haverford sponsor
- Two Sources of Optional Supplemental Medical Insurance
  1. International Student ID Card (ISIC)
  2. iNext Card

Obtain the Chubb Travel Assistance Card (provided by the College for emergency medical, evacuation, and travel assistance)

- Athletic trip information will be coordinated through Director of Athletics
- Leader meets with Human Resources to obtain Chubb Insurance card
- Leader meets with Director of Human Resources to obtain Rider (if necessary)
- To obtain Insurance Rider for trip, leader must submit entire itinerary in advance in order to calculate cost
- Leader must register with [Chubb Travel Assistance](https://travel.haverford.edu/)
• Every Haverford student, faculty, or staff member on trip should print copy of Chubb insurance card. A copy is always available on Haverford’s Travel Resources website: https://www.haverford.edu/travel-resources/insurance

Register with the State Department Smart Traveler Enrollment Program (STEP) (2 weeks prior to trip)

• Go to: https://step.state.gov/step/

Complete HC Emergency Contact Traveler Registration Form

• Submit form to sponsoring department
• Provide contact list of participants and leader and their emergency contacts (phone and e-mail)
• Full itinerary
• Complete Emergency Action Protocol Plan
• Copies to: Campus Safety Office, Tom King, Head of Security; Provost Office, Martha Denney, Dean of the College

Cell Phones: All participants (students, faculty, staff) must have working cell phones

• International Access
• Test phones upon arrival (text and phone call)
• Leaders’ phone numbers must be shared with all participants

Laminated Location Card:

• Name, address, and phone number of hotel in each city written in English on one side and in the language of the host country on the other side
• Cell phone number of leader of group
• Number to dial in case of emergency (911 equivalent)

Money

• ATM card (recommended), credit cards (VISA/MasterCard) with PIN
• Students should inform bank and credit card companies of travel dates and destination countries

Resources

• Health and Safety http://www.globaled.us/safeti/
• Center for Disease Control (Country Specific Information) http://www.cdc.gov/
• What’s Up with Culture http://www2.pacific.edu/sis/culture/
• eDiplomat http://www.ediplomat.com/np/cultural_etiquette/cultural_etiquette.htm