

## **Recommended Considerations for International Travel Related to Non-Credit University Affiliated Activities**

1. These recommendations are for UW- Madison students, faculty, and staff who are travelling abroad, individually or in groups, on non-academic credit bearing University Affiliated Activities, which include, but are not limited to: travel arranged and/or funded by the University; medical resident travel; practica and rotations; University arranged internships; travel through a Registered Student Organization that is arranged and/or funded by the University; international research; field trips, and conferences.
2. Follow UW rules related to financial payments for services, as well as contracting and agreements related to activities. Some helpful websites are located at:

<http://www.bussvc.wisc.edu/acct/policy/ppindex.html>

<http://www.bussvc.wisc.edu/topic/contrsigauth.html>

3. To ensure coverage by the Wisconsin State Liability and Worker's Compensation Programs, faculty and staff are required to notify their Dean (or Designate), or supervisor in writing with regards to affiliated travel plans before commencing travel. Personal travel and activities unrelated to University business may not be covered under these programs. If you have questions, you may contact the UW Risk Management or UW Legal Services. Be prepared to discuss what students will be doing and roles UW staff/faculty will be performing in relation to this activity.
  4. Consult with UW Risk Management on any waivers students should complete as part of this activity (i.e.: agreement for assumption of risk; hold harmless, indemnification, and release; consent for emergency treatment). Consider in-country logistics related to program and discuss with UW Risk Management, such as:
    - Housing / Food
    - Transportation
  5. Observe and monitor the U.S. Department of State travel information including Country Information, Travel Alerts, and Travel Warnings, as well as the Centers for Disease Control and Prevention (CDC) alerts and notices. The Country Information includes information about entry/exit requirements. To receive the latest travel updates and country information, individuals are encouraged to register on-line with the U.S. Department of State Smart Traveler's Enrollment Program (STEP).
- U.S. State Department:**
- General:
  - Tips for Traveling Abroad:
  - STEP Program Registration:

– Passports for U.S. citizens:

**Centers for Disease Control and Prevention:**

– General:

– Survival Guide to Safe and Health Travel:

6. Read and adhere to the [UW-Madison International Travel Policies](#)
7. Enroll UW-Madison students (required for educational experiences abroad, by Board of Regents), faculty, and staff (optional for faculty/staff) in the CISI international health Insurance through UW-Madison:  
[http://www.bussvc.wisc.edu/risk\\_mgt/study\\_abroad.html](http://www.bussvc.wisc.edu/risk_mgt/study_abroad.html)  
When enrolled in CISI, Group leader / Individual can request a Medical Referral List from CISI, for the activity location, which is a list of physicians, hospitals, clinics or any other medical service provider requested in the area of the program.
8. Establish a UW-Madison emergency contact:  
It is recommended that a UW-Madison staff or faculty serve as a 24/7 contact person for both individuals and groups abroad in cases of emergency. Once you identify this person, please establish with him/her (before you begin your trip abroad) some basic emergency response plans and who he/she would consult with on any emergencies that arose. The UW-Madison emergency contact should have the following information for each traveler:
  - copy of passport particulars page
  - UW ID #
  - Flight schedule, on-site itinerary, on-site housing details and contacts numbers as available
  - 1-2 personal emergency contacts for each traveler (name, relationship to traveler, address, phone, email)

Each group or individual should have a working cell phone while traveling. The cell phone number should be provided to the UW-Madison emergency contact.

Each traveler should keep a card with them at all times which contains the following information: in-country cell phone number (of group leader if applicable), UW-Madison emergency contact person information (name, email, phone), CISI insurance emergency contact number, and nearest U.S. Embassy contact information.

9. Prior to departure, all travelers should research relevant information regarding their destination(s), including health & safety information, travel tips for U.S. citizens traveling abroad, cultural issues, travel and currency tips, and activity specific matters. Review UW student code of conduct and how it applies while abroad (consult Tonya Schmidt, Dean of Students Office if necessary). All travelers are encouraged to read information about the history, culture, and economy of the host country.  
For groups, conduct in-country orientation which reviews emergency

contact procedures, health & safety, and program specific items. Establish emergency meeting locations in case of an emergency and telephone trees. Review emergency escape routes for accommodations.

10. Individuals are encouraged to address any health and safety concerns prior to departure. Recommended steps include consultation with personal medical and/or mental health provider to develop plans for ongoing healthcare needs, a visit to a specialized travel medicine provider for required or recommended preventive immunizations and medications, a dental check-up, and education about health and safety in your travel destination. Many programs also require the completion of the UW-Madison Affiliated International Travel Health & Wellness Information Form which provides health information in the event of an emergency. UHS Director Sarah Van Orman can be contacted for information related to this form and how groups and individuals can appropriately use it.
11. Travelers are encouraged to make photocopies of important documents (these may include passport, visa, itinerary/tickets, insurance card, prescriptions, credit cards, etc.) and scan and save copies for themselves and leave it with a family member in the U.S.