



## Archdiocese of Seattle

### International Travel Planning Guide and Checklist

- You are responsible for the research about your destination regarding:
  - Current Political Environment
  - Required Vaccinations & Immunizations
  - Weather/Climate Expectations
  - Visa Requirements
  - Passport Requirements (check expiration on Passport – some countries insist on a passport validity of at least 6 months)
  - Cultural Differences
  
- Resources Available for this information are:
  - <http://travel.state.gov>
  - <http://cdc.gov/travel>
  - There are also travel publications such as Lonely Planet & Rough Guide
  
- Plan to keep the following documents on your person at all times during your journey
  - Emergency Medical contact details
  - Address and contact information for your local accommodations
  - Location of U.S. Embassy or Consul
  - Copy of Passport
  
- Packing Tips
  - Research local customs for appropriate attire
  - Water Bottle
  - Sturdy walking shoes
  - Bug Spray
  - Sun Block
  
- Secure International Medical Insurance (**Mandatory before any International Trip is taken**)
  - Cost of coverage \$3.30 per person per day
  - <https://gallaghercharitable.ajg.com>
    - Bottom Left – First Column. Click **Register & Enroll - Individual** (Traveling Alone) follow instructions for registration
    - After registering, you will be asked to login
    - You will now need to **Add a New Trip**
      - Trip Name – call it anything you want
      - Trip Type – **International**
      - Description – type **destination and dates of travel**
      - Sending Organization – in the “Search by Organization Name” box – type in **Corporation of the Catholic Archbishop of Seattle** and it will populate the organization box

- Carbon Copy 1 – if the parish/school would like copy of insurance confirmation, type e-mail address here
- Press **Save & Continue**
- Traveler will now **EDIT** trip from “trips” tab under My Account
  - Press **edit** button on newly established trip line
  - Far right column will show a trip summary
    - Areas to EDIT are: **Destinations, Coverage & Premium Summary**
    - Click Destinations
      - Enter Trip Destinations screen will come up – press **Add Destination button**
      - Populate: Country, City, Start Date, End Date & Plan=**Volunteer Travel Insurance** Press Update
    - Click My Coverage
      - Print all **3** documents and keep with you
    - Click Premium Summary
      - This is the participation agreement, invoice and payment screen