

Group Trip Planning Checklist and Travel Documentation

Group leader name: _____

Program/destination: _____

✓	Checklist steps	Notes/Comments	Office notes
Travel Approval			
☐	I have read and understand the Short-term International Travel Policy .		
☐	My travel does not include any hazardous activities or I have consulted with the appropriate offices regarding my hazardous activities.	List any hazardous activities and office that approved them:	
☐	I have received Preliminary Travel Approval from the appropriate office and have submitted or will submit all required paperwork to that office.	Name of sponsoring office:	
☐	I have submitted a proposed itinerary, syllabus (if applicable) and budget to the above office and received final approval		
☐	I have verified that the Controller's Office is aware of the trip and the funding and/or revenues will be accounted for appropriately		
☐	If scholarships or college-funding is available for student participants, I have identified resources and deadlines and will make these known to all students		
Risk Assessment			
☐	I have reviewed country specific information from the U.S. State Department and determined what local health and safety issues need to be addressed. (please note in comments)	Relevant political, health and/or safety concerns:	
☐	I have read and understand the Smith College Travel Warning Policy	Is your destination under a travel warning? If so, you must submit an additional waiver to your sponsoring office.	
☐	I have checked the Centers for Disease Control and/or World Health Organization for any critical medical or health concerns at my destinations and incorporated this in pre-departure medical and health planning: check on required vaccinations and restrictions on import of pharmaceutical prescriptions	Relevant restrictions on medications or prescriptions:	
☐	I have verified that the trip will have access to reliable, safe and professionally insured local transportation		

☐	I have identified the name and address of local hospitals for emergencies and am familiar with the Smith College AIG/Travel Guard emergency response insurance plan	<i>Provide this information in Part IV, Section 3 below.</i>	
Pre-departure orientation			
☐	Review goals and purpose of the trip		
☐	Orient students to key political, cultural and geographic features of destination		
☐	Provide overview of health and safety concerns, including crime and harassment based on gender, ethnicity or other characteristics		
☐	Develop group dynamic expectations and guidelines, including conditions for involuntary withdrawal		
☐	Review packing guidelines, passport & visa status, and deadlines for payment or other paperwork		
☐	Ensure participants have signed Travel Waivers; registered with US Embassy (STEP program)		
☐	If medical clearance is required, review medical forms; and discuss serious health concerns in confidential meeting with individual students		
Attached forms completed and registered with the Lewis Global Studies Center (global@smith.edu)			
☐	Itinerary, with dates, transportation and accommodations		
☐	Group Roster		
☐	Emergency Response and Crisis Plan		

Program Itinerary

Name of program _____

Dates _____

Destination/s _____

Detailed Itinerary (additional info as attachment as needed)

[illegible]