



International Travel

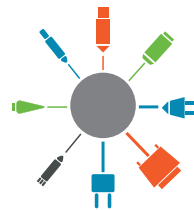
Know Before You Go

- Visit travel.state.gov for information, travel alerts, warnings, and restrictions.
- Register for Smart Traveler Enrollment Program (STEP) at step.state.gov.

Government



- Review travel.state.gov for requirements regarding passport validation, entry, exit, and visas as well as U.S. embassy information
- Use www.traveldocs.com or <https://cibtvisas.com> for visa expediting services
- Sign up for the STEP at step.state.gov to enroll with the nearest U.S. embassy or consulate
- Passport—Make sure passport does not expire within 6 months depending on country
- Find out if you need a sponsorship letter
- Make copies of passport, visa, credit cards, insurance cards, etc; send copy of these to self and family member in case documents are lost
- Confirm if you will need security clearance for military or secured facilities



Power Up

- Pack travel adapters and converters.
- Call cell phone carrier to set up international calling, messaging, and data
- Learn dialing requirements for incoming and outgoing calls

Health



- Check site for any health precautions and necessary vaccinations at travel.state.gov
- Bring doctor's prescription for all medications and keep in original containers
- Check insurance plan for international medical coverage; consider supplemental insurance
- Check with the CAP for additional travel insurance information through Chubb
- Allow for multiple time zone changes



Transit and Lodging

- Review Travel and Transportation Section at travel.state.gov
- Overseas air travel will be booked in business class unless traveling for Department of Defense or other federal laboratories (upgradeable economy); all in-country flights and flights within 5 hours will be booked as economy tickets
- Ask laboratory contact for recommendations or to make arrangements for local transportation. Consider trains or prearranged car services. For safety reasons, do not hail cabs on the street or at the airport
- Taxi—Use a taxi arranged by the hotel or lab. Local currency may be needed. Have addresses written (in the local language if possible) to provide to driver as communication may be difficult. Do not take unauthorized cabs
- Car Rental—Investigate driver's license requirements. Accept rental car insurance from rental car company
- Lodging—Book hotel through CAP travel desk. If hotel does not accept third party billing, ensure hotel accepts credit cards or ensure you have local currency and submit receipt for reimbursement



Culture

- Pay close attention to local laws and special circumstances at travel.state.gov
- Look up local customs and foreign etiquette before traveling

Currency



- Review currency restrictions for entry or exit at travel.state.gov
- Take note of local currency and exchange rate for conversion calculation
- Consider bringing multiple credit cards
- Notify credit card company of upcoming international travel
- Check foreign transaction fees
- Make currency exchanges at US banks, airports, or ATMs for cash in visiting country; avoid leftover currency due to reconversion fees
- Save receipts

CAP Emergency Travel Assistance
001-857-317-8760, Code: YZ8G

cap.org