

International Travel Paperwork Checklist

Use the following checklist to ensure all travel procedures and requirements are met both before and after your trip.

BEFORE TRIP

Within **14 days** prior to departure, please submit the following paperwork:

- ☐ Completed Request For International Travel
 - Copy of Passport attachment
 - Copy of Visa attachment (if required by destination country)
 - Supervisor's signature
- ☐ BEFORE THE TRIP section of Out-of-District Travel Expense Form
 - Trip itinerary attachment
 - Supporting documents of estimates for all anticipated expenses
 - Supervisor's signature
- ☐ Copy of travel health insurance (AIG Travel Guard WorldRisk Assistance Card)
*trips to Canada and Puerto Rico excluded, instead please contact Minami Eberhard at meberhard@hccfl.edu
- ☐ Student Roster attachment (if traveling with students)
- ☐ Instructional Plan attachment (if missing a class)
- ☐ Emergency Evacuation Plan attachment (if traveling with students)

- ☐ Send one complete packet of documents listed above via interoffice mail to Suzanne Hughes at GWSC 313 **14 days** prior to departure to receive required approvals from the Director of International Education as well as the College President.

Once all approvals are received, travel packet will be sent back to traveler via interoffice mail.

AFTER TRIP

Within **14 days** of return, please submit the following paperwork:

- ☐ Original Out-of-District Travel Expense Form with AFTER THE TRIP section completed
- ☐ Supporting documents for all actual expenses incurred on trip

- ☐ Send completed packet via interoffice mail to Raquel Trapp in Accounts Payable at GWSC 519.