TRAVEL & SAFETY CONTINUED

PRE-DEPARTURE ADMINISTRATIVE CHECKLIST

NAME:

PURPOSE OF TRIP:

Human Subjects training confirmed	☐ YES	☐ N/A	_____
Emergency Contact Form returned	☐ YES	☐ N/A	_____
Travel Manual sent	☐ YES	☐ N/A	_____
Signed Student Pre-departure Checklist	☐ YES	☐ N/A	_____
Signed Code of Conduct Form returned	☐ YES	☐ N/A	_____
Signed Waiver of Liability returned	☐ YES	☐ N/A	_____
Travel Insurance Card	☐ YES	☐ N/A	_____
Emergency Numbers Wallet Card	☐ YES	☐ N/A	_____
Passport valid for trip dates	☐ YES	☐ N/A	_____
Visa obtained	☐ YES	☐ N/A	_____
Safety Briefing Sheet for the Phillipines sent	☐ YES	☐ N/A	_____
Signed Agreement Letter sent	☐ YES	☐ N/A	_____
Signed UW Student Contract	☐ YES	☐ N/A	_____

TRAVEL:

FINAL TRAVEL DATES:

COVERED COSTS:

Rent/Hotel: ☐ YES ☐ NO if Y, up to $ _____ /month via ☐ Field Advance ☐ Reimbursement

Immunizations: ☐ YES ☐ NO   Passport/Visa costs: ☐ YES ☐ NO

Per Diem: ☐ YES ☐ NO   Other:_____

PAYROLL:

☐ YES ☐ NO

Payroll appointment title:_____ Appt includes tuition: ☐ YES ☐ NO

Notes: _____

TRAVEL & SAFETY CONTINUED

INSURANCE:

Comprehensive Medical: ☐ Uniform   ☐ GAIP   ☐ Other (specify) _____

Supplemental Medical Evacuation/Repatriation:

☐ UW's international On Call policy* (provide card)

☐ HTH (specify)   ☐ Other (specify) _____

* If on UW payroll, covered automatically by On Call;
    Do not need to contact Risk Services for coverage to begin when person overseas

Dependents? _____

Notes: _____

BUDGET(S):

EXPENDITURE	Y/N	COST $$	BUDGET #	%	NOTES (ie, dates, other sources of funding, etc.)
Stipend/Salary					
R/t ticket					
Rent/Hotel					
Other					(Cell minutes, Internet use, taxi, etc.)

Notes: _____

_____

_____

_____

_____