KNOW BEFORE YOU GO

International Travel

- Keep a copy of your itinerary email or download a travel app. One recommended app is TripIt.
- Visit www.tsa.gov for travel guidelines and restrictions.
- Confirm your meal allowance amounts and receipt requirements.
- Be aware of the tipping customs of the country you will be visiting.
- Notify all credit card providers of your travel plans so cards will not be placed on a fraud alert hold.
- If you need to cancel your trip
  - Airline - you must cancel your airline ticket prior to flight departure either through Christopherson Business Travel (CBT) or directly with the airline in order to retain your future travel credit. Most airlines will allow you to reuse your flight credit for up to one year from the date of purchase with a change fee.
  - Hotel - cancel before the hotel cancellation policy goes into effect. This is detailed on your itinerary. Retain your cancellation number for your records.
  - Other – (Rail, car, etc.) Cancel through Christopherson Business Travel (CBT) or directly with the railway, Car Company, etc. to avoid cancellation penalties.

Special considerations when making International travel arrangements

- Obtain prior approval from the Office of Export Controls at export-controls@virginia.edu or 982-5725 if you are traveling with University owned laptops, smart phones, or any other equipment or are traveling to sanctioned countries (Cuba, Iran, North Korea, Sudan, and Syria).
- Visit http://travel.state.gov/content/passports/english/alertswarnings.html to learn of any travel advisories or warnings for the country or countries you plan to visit.
- Be sure your passport is current. Many countries require that your passport be valid for at least six months beyond your intended stay.
- Make photocopy images of your passport, driver’s license, and critical prescriptions and other important paperwork and leave one copy with someone at home and carry one copy separate from the originals in case your travel documents are misplaced or stolen.
- Check to see if a visa is required for the country or countries you are visiting or through which you are transiting. To learn about visa requirements visit http://travel.state.gov.
- Check and understand the currency exchange rate before you travel.
Enroll in the Smart Traveler Enrollment Program (STEP), which is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

For additional health insurance, see http://travel.state.gov/content/passports/english/go/health/insurance-providers.html

Determine what shots and immunizations you need before you go by visiting www.cdc.gov/travel/destinations/list.

United Healthcare Global Assistance - The United Healthcare Global Assistance (UHCG) emergency travel assistance program, formerly Frontier Medex, is available at no cost to UVa employees, post-doctoral fellows, and retired faculty who will be traveling 100 or more miles away from your primary residence for UVa business related travel. A program description is available in this UHCG Brochure.

- How to Enroll in the program
  - Complete the UHCG enrollment form.
  - Return to the UHR Benefits Office by:
    - Fax to 434.924.4486;
    - Email to askhr@virginia.edu; or
    - Mail to UHR Benefits office – 914 Emmett St. P.O. Box 400127, Charlottesville, VA 22904

University of Virginia Traveler's Clinic offers itinerary-specific medical consultation.

The Centers for Disease Control offers detailed and summary information on health concerns and foreign travel.

The Charlottesville-Albemarle Health Department also provides immunizations for foreign travel. The Health Department is located at 1138 Rose Hill Drive, Charlottesville, Virginia, 22906. The office is open 8:00 a.m. to 4:30 p.m. Call (434) 972-6269 for answers to immunization questions.

Currently enrolled students should contact Student Health for assistance with immunizations.

If you plan to drive overseas, check the requirements for the country you will be visiting. Many countries do not recognize a U.S. driver’s license without an accompanying International Driving Permit (IDP). An IDP can be obtained at your local AAA office.