



# Know before you go abroad!

## Things to do before you leave.



### Notification and Communication

- MSU faculty, staff and non-study abroad students who are traveling abroad for university purposes must complete a Pre-trip Authorization Form (aka Travel Expense Report) at [ctlr.msu.edu/COTravel/Default.aspx](http://ctlr.msu.edu/COTravel/Default.aspx) as well as be registered in MSU's Travelers Database at [www.isp.msu.edu/travel/travelers\\_database.htm](http://www.isp.msu.edu/travel/travelers_database.htm) to receive important pre-departure advice. See your unit's travel administrator for details. If your travel destination is under a Department of State Travel Warning, contact the International Health and Safety Analyst ([healthint@isp.msu.edu](mailto:healthint@isp.msu.edu)) for more information.
- Leave a detailed travel schedule with your office or family and check in with your home or office upon arrival. Tell them of itinerary changes.
- Before leaving, obtain and carry the phone numbers and addresses of the U.S. embassy and consular offices for the country(s) you will visit (check [usembassy.state.gov](http://usembassy.state.gov) for locations). Or, if your cell phone works abroad, download the Smart Traveler App at [travel.state.gov](http://travel.state.gov).
- Learn the international access codes for calls to and from the United States by checking [www.howtocallabroad.com](http://www.howtocallabroad.com). Keep these numbers accessible at all times. Also record the local "911" equivalent numbers for emergencies (found at [studentsabroad.state.gov/content/pdfs/911\\_ABROAD.pdf](http://studentsabroad.state.gov/content/pdfs/911_ABROAD.pdf)).
- Note the AT&T assist numbers for your destination at [www.usa.att.com/traveler/tools/wallet.jsp](http://www.usa.att.com/traveler/tools/wallet.jsp). Dialing these numbers will immediately connect you to an English-speaking operator at no charge.
- Register your travel with the U.S. Department of State Smart Traveler Enrollment Program (STEP) at [step.state.gov/step](http://step.state.gov/step) to receive e-mail updates about security incidents and other information.

### Medical Preparation

- All travelers should review the Centers for Disease Control and Prevention (CDC) information at [www.cdc.gov/travel](http://www.cdc.gov/travel) regarding health preparations for the country(s) they will be visiting. This information will be useful for helping you prepare for a recommended visit with a travel medicine professional.
- Visit the MSU Travel Clinic at [travelclinic.msu.edu](http://travelclinic.msu.edu) to learn more about travel health preparedness or make an appointment with a travel medicine professional. Most primary care physicians are not trained in travel medicine. The MSU Travel Clinic health care providers are certified by the International Society of Travel Medicine (ISTM).
- Many U.S. prescriptions are not available outside of the United States. Some medications are not legal outside of the United States. Contact the MSU Travel Clinic for further information. Travelers should bring enough of their medication to last the entire time. They also should bring, if possible, copies of prescriptions, written with the generic (or scientific) drug name, as trade names vary from country to country.
- Carry blood type and medical conditions information on your person.

### Insurance Review

- Faculty/staff intending to drive abroad should research vehicle insurance and driver's license requirements for each country. Be sure to check country information sheets ([travel.state.gov](http://travel.state.gov)) for road conditions and known hazards. For safety reasons, students are STRONGLY DISCOURAGED from driving motorized vehicles abroad. [studyabroad.isp.msu.edu/studenthandbk/safety\\_travel/road\\_safety.html](http://studyabroad.isp.msu.edu/studenthandbk/safety_travel/road_safety.html) for more information.
- All international travelers should review their personal healthcare policy to verify coverage and to determine how payment for service is handled when traveling abroad.
- All non-study abroad, university-sponsored international travelers are eligible for the following coverage. Further information about either plan can be found at the Office of Risk Management and Insurance. [rmi.msu.edu/insurance/international.html](http://rmi.msu.edu/insurance/international.html)
  - FrontierMEDEX: a 24/7 emergency medical, security and travel assistance program that includes medical evaluation, repatriation and personal assistance services. Coverage is provided at no cost to the traveler, is automatic, and does not require enrollment. This policy does not reimburse for medical expenses.
  - HTH Worldwide: an international health insurance program that includes medical expenses, dental, accidental death and dismemberment, medical evacuation, repatriation, bedside visits and emergency reunion. Coverage is provided for a fee and requires enrollment.
- Study abroad program leaders and students should check their HTH coverage information on the OSA webpage [http://studyabroad.isp.msu.edu/studenthandbk/predeparture\\_health/health\\_insurance.html](http://studyabroad.isp.msu.edu/studenthandbk/predeparture_health/health_insurance.html)
- Carry medical insurance cards and contact phone numbers for FrontierMEDEX or HTH Worldwide on your person at all times.



# Things to do before you leave.



## Document Recommendations

- Be sure your passport and visa(s) are current for the period you will be traveling. Your passport should not expire less than 90 days after your scheduled return. Review entry/exit information on the U.S. Department of State's webpage (<http://travel.state.gov/>).
- Make two (2) copies of all important documents being carried (including your passport's photo page). Leave one copy at home and pack the second copy separately from the originals.
- In many locations abroad it is recommended to keep a copy of your passport photo and visa pages on your person at all times, particularly if there is a secure location in your residence to store the original. Carry an extra form of photo identification and a minimal number of credit, debit, or ATM cards.

## Travel Safety Information

- Visit the U.S. Department of State at [travel.state.gov](http://travel.state.gov) for information on in-country safety and security issues, travel warnings, and advice. Review country information sheets for each place you will visit.
- The MSU International Health and Safety Analyst ([healthint@isp.msu.edu](mailto:healthint@isp.msu.edu)) can assist you with safety and security questions.
- Use luggage tags with a flap. Secure luggage, if permitted, with a TSA-approved lock and a strong baggage strap. Carry extra TSA-approved locks as some countries may still cut locks to inspect baggage.
- If you wish, you may obtain a small amount of your destination's local currency before departure. Talk with your financial institution or go to [oanda.com](http://oanda.com) for currency exchange information.
- Are you taking any controlled equipment or materials, e.g., global positioning system, encrypted software, or select agents? Contact MSU's Office of Export Controls and Trade Sanctions (432-4499) about federal restrictions or limitations related to your destination.

## IN CASE OF EMERGENCY WHILE TRAVELING ABROAD

If there is a threat to life, limb, or eye, MSU students, faculty, and staff should seek local assistance immediately. Make sure you know the local equivalent to "911".

To activate MSU response protocols for any threat to your health, safety or security, call MSU's 24/7 International Assistance line at (517) 353-3784. Carry this number with you at all times!

The MSU Police Department answers the phone and will direct calls as appropriate.

If you are calling from abroad, remember to use the applicable international access numbers before the "517" area code. Collect calls can also be accepted on this line – dial the appropriate AT&T assist numbers to speak with an operator and request a collect call. (review Notification and Communication above).

Be prepared to give:

- your name
- specific location
- a phone number where you can be reached
- the nature of the emergency

Listen carefully to instructions you are given

**MICHIGAN STATE**  
UNIVERSITY