

# INTERNATIONAL TRAVEL CHECKLIST

for Rotary Foundation Grant Recipients



This checklist has been created for Rotary Foundation grant recipients preparing for travel abroad. It is intended to remind recipients of a variety of steps required for international travel; however, it is by no means exhaustive, and some items may not apply to all recipients.

## TRAVEL ARRANGEMENTS AND DOCUMENTATION

- Confirm that your passport is valid for the duration of your travel. Be sure to research passport validity requirements for both home and host countries. If you do not have a passport, immediately begin procedures for obtaining one.
- Research visa and/or study permit requirements of host country(ies.) Determine whether any transit visas are required, based on flight routing.
- Research the most economical flights available for travel to the host country/activity site.
  - Obtain quotes from several companies to ensure purchase of the most cost-effective tickets.
  - An optional online discount booking tool is available at <http://portals.raptimusa.com/rotary/>.
  - Keep in mind that any personal travel is the responsibility of the individual traveler.
  - Please note that tickets cannot be purchased before the grant application's approval by TRF.
  - Return the [Travel Cost Summary](#) form once your travel has been booked.
- Photocopy all important documentation (i.e., visa, passport, driver's license, insurance card, etc.) in case of loss. Give one set of copies to someone at home, and take one set with you. Keep it in a secure place other than with your passport and credit cards.
- Investigate and obtain medical and/or travel insurance. Bring a copy of your policy with you in addition to giving a copy of your insurance information to a trusted party.
  - Ensure that all insurance coverage meets the minimums outlined in the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#). Proof of coverage must be submitted to The Rotary Foundation before traveling.

- Ensure that coverage is valid in all countries you will be visiting.

- Check your airline's website before departure to determine whether there are any changes to your flight that may affect your travel plans.
- Travelers are advised to arrive at the airport three hours in advance for international flights and two hours in advance for domestic flights.
- At the airport, verify that you have received a baggage tag for each piece of checked luggage and that the tag matches your destination.

### **HEALTH/MEDICAL PREPARATIONS**

- Determine whether any inoculations are required for travel to host country(ies). Use multiple research sources, such as the U.S. Centers for Disease Control and Prevention ([www.cdc.gov](http://www.cdc.gov)), local travel clinics, etc.
- If you take prescription medication, check the host country's consular website to ensure that medication is available and/or legal in the country. Carry prescription medicines in your carry-on bags in original pharmacy containers.
- To ensure that you are fit for travel, arrange for a medical examination by your physician.

### **FINANCE/BUDGET**

- Obtain a copy of your approved budget from the application for your scholarship or grant.
- Discuss how expenses will be reimbursed and/or documented with your sponsor Rotarians. At a minimum, you will be required to provide receipts for eligible expenses of US\$75 or more, but your sponsors may have additional requirements.
- Create a budget to assist with management of grant funds.
- Research banking options as well as potential currency restrictions in the host country. Keep \$30 to \$50 or the equivalent and one credit card in your wallet or purse when traveling. Store the balance of your credit cards and cash in a money belt or similar item worn under your clothes.

## **IN-COUNTRY PREPARATIONS**

- Research Rotary activities as well as existing service opportunities in your host Rotary district.
- Maintain continued contact with Rotarians in the host country to ensure continuity of activity planning.
- Research cultural differences in your host country, including cuisine, conversation topics, physical gestures, safety.
- Work with local Rotarians to learn and understand Rotary history, structure, and culture.
- Acquire any necessary language skills associated with the grant activity/site.
- Research housing options to locate suitable living areas of your host city. (Safety should be of concern to all grant recipients.) Ask local Rotarians to recommend reputable hotels in the area.
- Upon arrival, use transportation provided by your hotel or local Rotarians. If you take a taxi from the airport, only use vehicles that are dispatched by airport authorities. Do not arrange transportation with people who approach you in the airport.

## **SAFETY PRECAUTIONS**

- Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe located in your room or at the front desk.
- If you are traveling to a high-risk area, note the location of nearby safe havens, such as police stations, hotels, and hospitals.