

## INTERNATIONAL TRAVEL CHECKLIST

- ☐ Read the **KNOW BEFORE YOU GO** document to understand the range of considerations and complexities associated with international travel, particularly to higher-risk destinations.
- ☐ Check the risk rating on the [BYU Travel Smart](#) webpage.
- ☐ Discuss your potential travel plans with your Department Chair or Supervisor.
- ☐ Review the University's [Travel Policy](#).
- ☐ Submit a Spend Authorization (SA). University policy requires the SA to be approved before travel expenses are made. A risk rating of Level 1 is approved by the Department Chair. A risk rating of 2+ must be approved by the Department Chair, Dean, and Academic Vice President or his designee.
- ☐ International travel arrangements must be booked through the Travel Office. Work with the Travel Office Specialists to book airfare, lodging, and ground transportation. (Trisha x2342, Nikki x2345)
- ☐ Register your trip with the [U.S. State Department](#).
- ☐ Travel Administration (Leesa) will enroll you in the required Geo Blue International Health Insurance.
- ☐ Arrange financial methods for payment while out of the country.
- ☐ Check airline baggage/boarding rules.
- ☐ Check your flight status before departure.
- ☐ If your trip is cancelled for any reason, contact Nikki or Trish in the Travel Office to discuss credits or refunds. Your SA needs to stay open until all credits have been reconciled.