Trip Planning Checklist

General
☐ Performed site risk assessment
☐ Prepare a Field Research Safety Plan
☐ Inform your department administrator about your upcoming trip
☐ Obtain any required approvals from research committees
☐ Provide a copy of the Plan to all members of the team and your department administrator
☐ Assemble your safety gear including first aid kits
☐ Obtain travel insurance information
☐ Be sure health insurance will cover everyone in your team
☐ Develop a check-in or buddy system while you are in the field

If traveling abroad
☐ Review Harvard travel policy
☐ If you are a student, check Harvard GSS students’ pre-departure requirements.
☐ Make sure you have a valid passport. Your passport should not expire less than 180 days prior to your return to the U.S.
☐ Determine if you will need an entry visa for any of the countries you plan to visit.
☐ Register the trip with International SOS, and download the ISOS mobile app.
☐ Photocopy passport, visa(s), insurance card, tickets, and other personal documents, and give copies to someone you trust at home. Keep a copy for yourself, separate from the originals.
☐ Scan important documents and email them to yourself.
☐ Carry an extra photo ID, if available.
☐ Share your itinerary with your office, family and/or friends.
☐ Research and learn the culture of your destination
☐ Ask your bank and credit card providers whether your cards will work at your destination.
☐ Visit a travel clinic and get all recommended vaccinations and prescription refills.
☐ Pack prescription medications to last your entire trip. Add extra doses in case your trip is delayed.
☐ Ensure all your medications are legal in the country/countries where you are traveling.
☐ Be sure you know the location of the nearest hospital or medical facility in the country/countries where you are traveling. International SOS (ISOS) can provide information on clinics and hospitals at your location(s).
☐ Make sure you understand how your health insurance coverage works abroad.
☐ Enroll your trip with the U.S. Embassy’s Smart Traveler Enrollment Program (STEP) to receive U.S. embassy security alerts.
☐ Review current travel advisories provided by the U.S. Department of State, and Centers for Disease Control.
☐ Review Harvard’s Information Systems and Technology Data Security Travel Recommendations.