

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](#).