

# North Dakota State University

## Guidelines for International Travel

### I. Introduction

Travel by North Dakota State University Faculty and Staff is vital to the continued growth and educational offerings of the university. To ensure that the university community is safe during these times of travel, the following guidelines have been developed. Travel precautions require a continued awareness of one's environment and an ability to adapt to new cultures, customs, and laws.

### II. Purpose

To ensure all employees know the correct and safe procedures for traveling abroad on University business.

### III. Goals

To reduce the risk of potential work-related injuries and security issues associated with travel abroad for University business.

### IV. Procedure

#### Preplanning

The following steps need to be taken before you embark on an international trip.

- Fill out the Authorization for Travel – Out of State form with the NDSU Accounting Office found on [Accounting's Website](#).
- If planning to be in a foreign country for more than 30 consecutive days, you and your department must find and purchase workers' compensation insurance in the destination country prior to departure. If unable to find compensation, documentation from your contact in the destination country stating that the country does not provide coverage, must be submitted to the Safety Office for coverage to be secured with North Dakota WSI.
- Complete a Remote Work Agreement for time period you will be out of country. This agreement is located on the [HR forms page](#).
- Inquiries on international travel and what the ND State Risk Management Office has available for employees should be addressed to the University Police and Safety Office.
- International travel insurance is also provided to staff and faculty, for work related travel, through the International Student and Study Abroad Services.
- Consider enrolling in the Smart Traveler Enrollment Program, a free service that allows US citizens and nationals traveling and living abroad to enroll their trip with the nearest US Embassy or Consulate. More information on STEP can be found here: <https://step.state.gov/step/>
- Familiarize yourself with local conditions and laws. While in a foreign country you are subject to its laws. Be aware of all travel advisories well in advance of

your departure. The State Department website provides this information as well as a host of useful travel tips, procedures and FAQ's:

<https://www.state.gov/travelers/>

## **Documents**

Carry only the documents that you will need in a wallet or purse. Realize that all business documents might be subject to search, seizure, or copying. The following are examples of documents that are required or should be considered.

- Complete travel itinerary (including contact numbers, if known) – Leave a copy with your office and with family or a friend. Do not publicize this information beyond those who need to know.
- Passport/Visa – Ensure that it is up to date, signed and that the emergency information page of your passport is completed. Ensure that you have current and appropriate visa(s), if required. Make 2 copies of the Passport page containing your photograph and visa(s). Leave a copy with your office or family and carry the other with you in a separate place from your passport.
- Credit Card – carry only the cards that you will need.
- U.S. driver's license
- List of numbers from credit cards, prepaid travel cards, telephone numbers, etc. to report a loss, and air ticket numbers. Make 2 copies. – Leave a copy with family and carry the other with you in a separate place to prevent a loss of all the information.

## **Luggage**

- Hand carry any sensitive information.
- Be sure that luggage is tagged with covered tags that are identified with your business address and telephone number. Do not use a business card as your luggage tag. Put your name and business address inside each piece of luggage and be sure it is secure.
- Use sturdy luggage and do not over pack. Expensive luggage or bags that look expensive should not be carried.
- Leave all expensive and heirloom jewelry at home.
- Do not leave bags unattended and be alert to luggage thieves who target airline and railway terminals.
- Do not transport items for other people. Any gifts received from a foreign business contact should be thoroughly inspected before being placed in your luggage. If you are asked by airline personnel if you are carrying gifts or other items, respond affirmatively and allow the item to undergo security inspection.

## **Health**

Familiarize yourself with conditions at your destination that could affect your health. Some examples would be high altitude or pollution, types of medical facilities, required immunizations, availability of required pharmaceuticals, etc.

- The key resource for health information is the Travelers' Health page of the

- Centers for Disease Control (CDC) website at <https://wwwnc.cdc.gov/travel>
- Information about infectious diseases abroad may be found on the website of the [World Health Organization \(WHO\)](#).
- Prescriptions – carry a copy of prescriptions and an ample supply, in original containers if possible. Many countries have restrictions on what medications may be brought into the country. Even over-the-counter medications may be prohibited in some countries. Check with the embassy of your destination country as to prohibited items.
- If you have allergies, reactions to certain medications or foods, insect bites or other unique medical problems, consider wearing a “medical alert” bracelet. You may also wish to carry a letter from your physician explaining required treatment should you become ill.
- If you wear eyeglasses and/or contact lenses, take an extra pair with you.

### **Driver’s License**

It is illegal to drive without a valid license and insurance in many countries. In addition, many countries do not recognize a U.S. driver’s license. Check with the Embassy of the country where you plan to reside to find out more about the requirements. A listing of foreign embassies and consulates in the U.S. is available on the State Department’s website at <https://travel.state.gov/content/travel/en/international-travel/before-you-go/driving-and-road-safety.html>.

If renting a vehicle in a foreign country, additional insurance must be purchased. Contact the ND Risk Management Office for additional guidance on this process (701)328-7584.

### **Emergencies**

U.S. consular offices are located in over 260 Foreign Service posts abroad and can aid Americans during a crisis.

- Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week at U.S. embassies, consulates, and consular agencies overseas. Contact information may be found at <https://www.usembassy.gov/>
- When the family of an American traveler needs to reach them because of an emergency at home or because family members are worried about the traveler’s welfare, they should call the State Department at 1-888-407-4747.
- If your U.S. passport is lost or stolen while you are overseas, report it immediately to the local police and to the nearest U.S. Embassy or Consulate. Links to contact information for U.S. Embassies may be found at <https://www.usembassy.gov/>
- Consular officers also perform non-emergency services, including providing information on absentee voting, selective service registration, and acquisition and loss of U.S. citizenship. They can arrange for the transfer of Social Security and other U.S. government benefits to beneficiaries residing abroad, provide U.S. tax forms and notarize documents.

## **Street Smart**

- Invest in a good map of the city. Note significant points on the map such as your hotel, embassies, and police stations. Make a mental note of alternative routes to your hotel or local office should your map become lost or stolen.
- Be aware of your surroundings. Look up and down the street before exiting a building.
- Avoid jogging or walking in cities you are not familiar with. If you must jog, be aware of the traffic patterns when crossing public streets.
- Avoid renting vehicles or driving unless you are familiar with the local traffic laws and customs.
- Vary the time and route by which you leave and return to the hotel. Be alert for persons watching your movements.
- Be cautious when entering public restrooms.
- Keep your passport with you at all times. Only relinquish it to the hotel if required by law when registering, or if you are required to identify yourself to local authorities for any reason.

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