Pre-Travel Checklist
To be completed by the traveler.

Please initial each line to indicate that you have completed each item. Once all items are complete, sign this form and return to itoc@wustl.edu. Forms must be received no later than five (5) days prior to departure. Please allow sufficient time to review and complete each of these tasks.

_____ Ensure enrollment in GeoBlue Health Insurance Abroad
  o  Faculty and Staff
    ▪ If you have registered for GeoBlue Health Insurance for previous trips, check your registration by logging in here or calling 1-888-412-6403.
    ▪ If you have not registered for GeoBlue Health Insurance for previous trips, follow the instructions found here to do so.
  o  Graduate/ professional students
    ▪ You will need to self-enroll online by following the directions found here.

_____ Sign and return “Statement of Personal Responsibility and Acknowledgement of Risk”

_____ Register itinerary, in its entirety, in mytrips.wustl.edu no later than five (5) days before departure

_____ Register travel with the Department of State’s Smart Traveler Enrollment Program (STEP)
  o  STEP is only available to U.S. citizens. If you are not a U.S. citizen, contact the embassy or consulate of your country of citizenship to find their equivalent program.

_____ Review International SOS Security Briefing

_____ Review the CDC’s “People Who Are at Increased Risk for Severe Illness” webpage, including the subsections: “Older Adults” and “People with Underlying Medical Conditions”

_____ Review the “Travel Emergency Contact List”

Traveler’s signature: ____________________________________________________________

Date: ________________________