














# TRAVEL CHECKLIST

*faculty & staff*

## Before you commit to travel plans

-  Review policies on international travel
-  Review Department of State travel advisory
-  Review Export Control
-  Consider your mental and physical well-being and make a plan
-  For long-term travel, consult the Office for Treasury Operations

## Prior to departure

-  Review information technology security tips
-  Enroll in International Insurance **(required)**
-  Insure university computers and other special equipment
-  Enroll in the **Smart Traveler Enrollment Program (STEP)**
-  Review general safety tips
-  Review OBFS travel information, particularly for reimbursement

<https://go.illinois.edu/fac-staff-travel-checklist>



### **STEP Enrollment**

The Department of State STEP allows travelers to receive alerts and notices for their destination before and during travel. Everyone is eligible to enroll.



### **Consult the Office for Treasury Operations**

Long-term travel abroad has potential implications for taxes, insurance, and other administrative requirements. Travelers should consult Treasury Operations for these concerns.



### **Information Technology Security**

While abroad, threats to IT security abound. There are steps that travelers should take before, during, and after travel to protect themselves and their research. Download the university VPN and take a loaner computer.



### **Consider Well-Being and Make a Self-Care Plan**

Travel abroad often presents physically challenging and unique health needs. Travelers should make a plan to maintain their health.



### **General Safety Tips**

Accidents and crime occur everywhere, every day—even on campus. Staying safe abroad often requires applying strategies to mitigate risk.



### **Federal Export Control**

Export control laws impact many activities on campus, including research, purchasing equipment and materials, international travel, hiring, and collaborations with colleagues in other countries. Individuals should also review the University information on managing foreign influence: [publish.illinois.edu/managingforeigninfluence](https://publish.illinois.edu/managingforeigninfluence).



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