



VIRGINIA TECH™

# GLOBAL TRAVEL

## Quick Reference

### Emergency Contacts

**Virginia Tech Police Department** (non-emergency, 24/7 coverage)  
540-231-6411

**Global Safety and Risk Management** (24/7 coverage)  
Randy Penson  
540-750-5747  
VTGlobalTravel@vt.edu or rpenon@vt.edu

**AXA Assistance** (Cultural Insurance Services International's contracted support team)  
312-935-1703 (collect)  
medassist-usa@axa-assistance.us

**American Citizens Services and Crisis Management**  
(outside the U.S.)  
1-202-501-4444

### Global Safety Resources

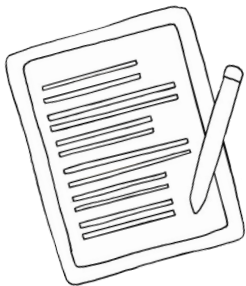
The Global Safety section of the Global Education Office website offers links to various resources including:

#### Virginia Tech Resources

- Global Travel Policy 1070
- Virginia Tech Police Department
- Global Education Office
- VT Engage
- Office of Export and Secure Research Compliance
- U.S. Immigration Actions
- Equity and Access (Title IX)
- Schiffert Health Center
- Occupational Health Group
- Cook Counseling Center
- Women's Center
- Student Affairs
- Dean of Students
- Services for Students with Disabilities
- Student Conduct

#### Additional Resources:

- Cultural Insurance Services International (CISI)
- U.S. Department of State Resources
- 911 Equivalent
- U.K. Travel Advice
- Canada Travel Advice
- Australia Smartraveller
- New Zealand Safetravel
- U.S. Embassies, Consulate and Diplomatic Missions
- Overseas Security Advisory Council (OSAC)
- US Per Diem Rates
- Centers for Disease Control and Prevention (CDC) plus Mobile Apps
- World Health Organization (WHO)
- CIA World Factbook
- International Resource Center
- Lonely Planet
- U.S. Library of Congress Country Studies
- U.S. Customs and Border Protection's Global Entry



[www.globaleducation.vt.edu/GlobalSafety/quicklinks.html](http://www.globaleducation.vt.edu/GlobalSafety/quicklinks.html)

### Top 10 Global Safety Tips

All travelers are encouraged to find more tips at:  
[www.globaleducation.vt.edu/GlobalSafety/Safety-advice.html](http://www.globaleducation.vt.edu/GlobalSafety/Safety-advice.html)

- 1 Never go abroad without enrolling in the mandatory Virginia Tech medical and security assistance insurance policy with Cultural Insurance Services International (CISI) for duration of the university-related portion of the travel (not for personal travel). Dependents and guests traveling must also be covered.
- 2 Register your travel plans in the Smart Travler Enrollment Program (STEP): <https://step.state.gov/step>.
- 3 Know the 911 equivalent of your destination for fire, police, and ambulance and program it into your phone.
- 4 Ensure passport is valid at least 6 months after projected return date of travel.
- 5 Keep open communication with Virginia Tech (cellphone, email, text, etc.) - check daily.
- 6 Obtain or update required/recommended immunizations early enough before departure to take effect.
- 7 Conduct your own due diligence by researching your destination using the helpful links provided on the Global Education Office's website under Global Safety - Quicklinks.
- 8 Check-in with Virginia Tech to confirm your safety after an incident near your destination (a simple "I'm okay" to VTGlobalTravel@vt.edu or rpenon@vt.edu will suffice).
- 9 Program the emergency contacts listed on this handout into your phone and/or keep on your person. Also include the contact information for the US Embassy of your destination.
- 10 Tell your bank, credit card company, and doctor that you are going abroad.

# Global Travel Categories and Steps

## Employees Traveling Abroad

Notification through Travel Authorization (TA) process

- Step 1** Obtain approval of TA at least two weeks prior to departure, or for short-notice travel, email Randy Penson at [rpenson@vt.edu](mailto:rpenson@vt.edu).
- Step 2** Receipt of Global Education Office email with current guidance.
- Step 3** Read and adhere to emailed guidance (enroll in CISI, register in STEP, provide emergency contacts, identify other travelers, etc.).
- Step 4** Inform [rpenson@vt.edu](mailto:rpenson@vt.edu) of any changes and check-in after incidents.

## Faculty-Led Group for Credit

Faculty/staff leading students abroad (>1 student); study abroad, research, field-trip, etc. (any trip w/course attached)

- Step 1** Notify Rachel Fitzgerald (Global Education Office) at [rfitz@vt.edu](mailto:rfitz@vt.edu) to discuss program.
- Step 2** Complete and follow guidance of VT Global Travel Assessment (deadlines are October 15 for summer/fall programs; March 15 for winter/spring).
- Step 3** Provide required information to produce emergency contact cards 30 days prior to departure.
- Step 4** Upload accurate CISI and Clery Act spreadsheets to the faculty leader's folder in the Global Education Google Drive 30 days prior to departure.
- Step 5** Inform [rpenson@vt.edu](mailto:rpenson@vt.edu) of any changes and check-in after incidents.

## Group Travel Non-Credit

Faculty/staff leading students abroad (>9 students); service-learning, competitions, recruiting, conferences, research, continuing education, etc.

- Step 1** Notify Eliza Wethey (VT Engage) at [elizaw8@vt.edu](mailto:elizaw8@vt.edu) to discuss. For groups of 9 or less students, contact Randy Penson at [rpenson@vt.edu](mailto:rpenson@vt.edu) to discuss guidance.
- Step 2** Complete and follow guidance of the VT Global Travel Assessment (conference and competitions three months prior; all others 6 months prior).
- Step 3** Submit information for emergency contact cards 30 days prior to departure; ensure participants self-enroll in CISI, then send confirmation to Eliza Wethey.
- Step 4** Submit Liability form; ensure participants register in STEP.
- Step 5** Inform [rpenson@vt.edu](mailto:rpenson@vt.edu) of any changes and check-in after incidents.

## Individual Student Abroad

Students traveling alone or with 9 or less students for study abroad, internships, research, conference, competition, etc.; Does not apply to groups traveling with a Registered Student Organization (RSO).

- Step 1** Programs for academic credit, notify Marielle Wijnands (Global Education Office) at [marielle@vt.edu](mailto:marielle@vt.edu) to discuss (must complete all GEO requirements prior to departure).
- Step 2** Complete and follow guidance of VT Global Travel Assessment (deadlines are October 15 for winter/spring programs; March 31 for summer/fall); Find VT-GTA on [www.globaleducation.vt.edu/GlobalSafety/policies-plans-globalsafety.html](http://www.globaleducation.vt.edu/GlobalSafety/policies-plans-globalsafety.html).
- Step 3** Inform [rpenson@vt.edu](mailto:rpenson@vt.edu) of any changes and check-in after incidents.