FACULTY-LED TRAVEL COURSE
CHECKLIST OF FORMS & DOCUMENTS

Before your departure, please prepare a dossier containing the following and file it with the Office of Study Abroad & Off-Campus Programs:

- Updated list of participants (faculty, students, others)
- Copies of passport identification pages (with photo ID)
- Indemnification forms or the equivalent for each student (signed by parents or students over the age of 21)
- Evidence of Insurance for each student
- Medical & emergency contact information for each student
- Student Regulations Information (read and signed by each student)
- Private Transportation Release Consent Form, if private vehicles will be used.
- Complete, updated day-by-day itinerary. Be sure to send word of any revisions, even while away. Include all airline travel arrangements, hotel locations and contact information (i.e., addresses, phone numbers, fax numbers, etc.)
- Travel Warning Documents, if applicable (for countries with a D.O.S. country alert)
- Overseas contact information for faculty sponsors, as well as for students who can be reached while traveling (e.g. by mobile phone).
- Contact information for a close family member of each traveler.

Information that faculty sponsors should have at their disposal while traveling:

- Proof of insurance and insurer contact information
- U.S. Embassy contact information
- Westminster College emergency numbers
- Family/guardian contact information for all students and other travelers

Office of Study Abroad & Off-Campus Programs
Dr. Jeremy Straughn, Director
Study Abroad Suite (WH 25)
(573) 592-5258
Jeremy.Straughn@westminster-mo.edu