The University strongly suggests all faculty, postdoctoral fellows and staff use the below checklist, particularly when traveling internationally.

Please note: if faculty, postdoctoral fellows or staff are leading a trip where students are involved they must follow the Risk Assessment for Off-Campus Travel Involving Students Procedure.

FACULTY, POSTDOCTORAL FELLOW AND STAFF TRAVEL CHECKLIST

- Advise a supervisor or the Department/Unit as appropriate of your travel plans

- Provide emergency contact information to a supervisor or the Department/Unit as appropriate

- Bring contact information in case you need to contact the University while traveling (eg: supervisor, University of Alberta Protective Services)

- If performing field research, complete a Field Activities Plan

If traveling outside Canada, check Department of Foreign Affairs and International Trade (DFAIT) website for

- Travel reports and warnings

- Profiles and information about the country you are traveling to

- Information about Consular Services, which are available in many countries

- A variety of other information and resources related to international travel

If DFAIT has issued a travel warning identify the risks and plan to manage them

- You may want to contact the Office of Insurance & Risk Assessment or University of Alberta International for advice on identifying and managing risks.

- Discuss with your supervisor, Chair, Dean, or head of your administrative unit as appropriate.

- If appropriate contact University of Alberta International for travel advice, information and pre-departure sessions. Likely not appropriate for travel to relatively safe and familiar locations such as the US or UK.

- Determine whether you want to purchase personal travel insurance (recommended)

- Get a copy of the “Personal Safety While Traveling Abroad” booklet from University of Alberta Protective Services
- Register with University of Alberta Protective Services Travel Abroad Emergency Support Program
- Register with DFAIT’s Registration of Canadians Abroad program

**DEFINITIONS**

There are no definitions for this Appendix. [▲Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

- Department of Foreign Affairs and International Trade Canada (Government of Canada)
- Field Activities Plan (Field Research Office) (University of Alberta)
- Human Resource Services – Benefits (University of Alberta)
- Office of Insurance & Risk Assessment (University of Alberta)
- Postdoctoral Fellows Supplemental Health Plan (University of Alberta)
- University of Alberta International (University of Alberta)
- University of Alberta Protective Services (University of Alberta)