

Highmark International Pre-Travel Checklist**General Highmark Office Preparation**

- File a copy of passport with Denise Byrd if not on file as an I9 identifier
 - PDF or Fax a copy to Denise Byrd
 - Monitor expiration date of passport for renewal
- Inform Ed Pratt, Mel King and/or Denise Byrd of international travel dates and location
 - If travel is consistently to one client site, this may be a onetime notification
- Provide information for country of origin to secure work visa well in advance of assignment.
 - Visa lead times vary from country to country. Please let us know as soon as you know of the possibility of a trip so we can get the process started
 - Obtain copy of contract with client for some border crossings
 - Check with client on how visa is handled for personnel traveling to that country
 - Look at state department web site for options,
http://travel.state.gov/visa/visa_1750.html
 - Many countries have their immigration/visa requirements on their respective web sites
 - Contact Ed Pratt or Mel King with the information you have and they will assist with getting the necessary visa
- Travel Security/Additional Life/Medical Emergency/Evacuation coverage for international travel: Communicate with Mel King or Ed Pratt for dates of trip(s)
 - Mel will obtain quote for trip from International SOS our international provider
- Travel Insurance
 - Ed Pratt will check client's policy on this when traveling with client reimbursable expenses
 - If this isn't handled via client policy, then this could be added as a option to the International SOS policy
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Security

- Send names of travel partners, client information, airline reservations and hotel site to Highmark and personal contacts
- Make several copies of passport, pack in several locations, not just wallet
- Go to the State Department Travel site for country advisories and information on embassy location, <http://www.state.gov/travel/>
- Register with US State Department for international travel
 - Information needed includes travel partners, hotel location and contact information, next of kin contact information, client location and contact information
 - The state department has a Smart Traveler Enrollment Program (STEP),

<https://travelregistration.state.gov/ibrs/ui/>

- U.S. citizens traveling abroad can enter information about their trip into STEP
- This allows the State Department to better assist the traveler in an emergency

Contact International SOS Consumer Department for travel assistance and insurance

- Customersupport@internationalsos.com
- +1 800-523-8662 (inside U.S.)
- +1 215-942-8333 (outside U.S.)
- Verify cost of coverage and Highmark authorization prior to purchase
- Take one copy of verification of SOS coverage with you on trip
- Leave another copy at home with non-travel contact

Medical

Review the CDC site, to determine appropriate immunizations and other related health information for the country you will be visiting

- <http://wwwnc.cdc.gov/travel/>
- Contact Denise Byrd to determine what immunizations are covered by UHC
- Highmark will reimburse for any out-of-pocket expenses for immunizations required for business travel

Out of country health care coverage is provided under the International SOS plan

Contact a Travel Medical Counseling Facility such as:

- Duke Travel Clinic, Duke Urgent Care South, 5916 Fayetteville Road, Durham, NC, 27713, Phone 919.572.1868
- http://www.dukehealth.org/services/travel_clinic/programs/index
 - Fill out immunization record on line
 - File application
 - Plan for 2-4 day wait for appointment for travel advisory conference (\$100)
 - Plan to have immunizations at time of travel advisory conference

Secure copies of all immunizations and keep with you while traveling

Secure physician's copy of all prescribed medications and keep with you while traveling

- For some countries (ex: UAE) travel with prescriptions only in original containers
- For some countries (ex: UAE) travel with prescriptions only in the exact amount needed while in the country
- Be aware of country-specific rules on over the counter and herbal medications, ex. UAE, doesn't allow these to be brought into the country

Customs and Business Dress

- Schedule calls with internal team to discuss protocol
- Ensure wardrobe will conform to client and customs in foreign country
- Check the State Department web site for customs and protocol information
 - Review State Department web site, country site for the country you will be visiting
 - The site is <http://www.state.gov/misc/list/index.htm>
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Personal Preparation

- Pick up cash, change and traveler's checks at the bank
- Exchange rates/fees vary widely on where you do the exchange (airport, bank, hotel, etc.). Charge as many expenses as you can to credit cards, which typically obtain the best exchange rate for foreign currency.
- Call credit card companies and notify them of upcoming travel if unusual
 - Note: Highmark Mastercard has 10K limit, notify Ed or Denise if you expect to exceed that on your trip.
- Check on costs of SMS messaging and roaming calls from cell phone
- Consider adding an international plan to your mobile phone
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Miscellaneous

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