

Guidance - Foreign Travel During International Crisis

With the current unsettled international situation, it may be advisable to:

- Review all foreign travel and identify foreign trips that are not mission critical at this time,
- Consider rescheduling foreign trips that are not mission critical,
- Consider delaying future trips until the international situation becomes more stable,
Determine what guidance you plan to give the traveler in the event of an international crisis occurs that could impact the safety of the traveler,
Establish a plan to for contacting the foreign traveler with guidance, if the need arises during their trip,
- Contact the Foreign Travel Office (2-1070) as soon as possible with any reschedule requests.

The Department of State has a web page dedicated to Foreign Travel advice, warnings, and assistance information. It is located at: <http://www.state.gov/travel/>

Additional guidance from BTI to consider in the event of an international crisis

1. Call World Travel BTI collect at 847-480-7470 to change flight, or contact the airline through the local telephone number in the foreign country to reschedule the flight. (In extreme circumstances the traveler should not be concerned with Laboratory pre-approval cost adjustments. Cost adjustments will be made by the Laboratory after return of the traveler.)
2. Have in hand prior to departure contact information (name, address, and phone #) for the local US Embassy at your business destination (s). Also, have the same information if you have a local friend.
3. Make a photocopy of all critical documents (e.g. passport/visa, medical information, key name and phone numbers, etc.) and keep in a separate and safe place in case the original are lost.
4. Be sure to have your CIGNA "Secure Travel" card in case there is a medical emergency.
5. Travel and bring clothes that will blend in with the local people so as not to stand out or look like an American.

Listing to be Provided

You will be provided with two listings for all Foreign Travel currently in process as of March 14, 2003. One list will contain the names of those travelers that are Pending Approval and the other list contains those trips that are already Approved, including those actually out of the country at this time. These lists will change as trips are Approved and new trips are scheduled, but this establishes a baseline for review.

The list will include the Traveler's Name and other key information regarding the trip, including the Destination, Trip Dates, and Telephone Number of the Hotel at the foreign location.