



Form I: Foreign Travel Checklist

Obtain funding

- Develop/obtain approval of trip budget and funding with your sport administrator and Business Office

Complete and submit NCAA Compliance Certification Form

- [Complete NCAA Compliance Certification Form](#)
- *Contact:* Compliance Office Sport Contact

Obtain passports for all members of the travel party (all trips)

- [More information from the State Department is available here](#)
- You are allowed to pay for student-athletes' passports and reasonable local transportation to obtain such passports (SAF funds may be available to assist with the costs).

Obtain visas for members of the travel party

- Determine whether you need a visa for the country/countries to which you are traveling. [More information is available here](#) (SAF may be available to assist with visa costs)

Comply with University Protocol

Contact the Athletic Department Business Office

Parking

- If leaving from Austin Peay, determine where to park while you are gone (this can be an important topic if you will be traveling during a special event, such as commencement)
 - For a student to leave a vehicle on campus, the vehicle must be registered with campus security.
 - *Contact:* Parking Services to notify them of your parking space in the case of a Special Event taking place on campus.



Emergency contact information

- Collect emergency contact information from each member of the travel party
- Provide wallet cards containing foreign emergency information to all members of travel party. ** US Embassy/Consulate contact information for countries you are visiting.
- Identify an Athletic Department representative who is not traveling with you to serve as your campus contact; exchange contact information and provide him/her with a full travel itinerary
- E-mail a full travel itinerary to each of the emergency contacts
- Make multiple copies of passports and emergency contact information (provide one copy to your primary travel provider(s), leave one copy with your campus contact, and take two copies with you)