

	Department: Program-Travel	Title: Travel International Travel
Document ID: <i>(leave blank at this time)</i>	Revision:	Effective Date: 2/2024

Purpose: *To ensure that all travel details are covered and that cultural differences are considered and respected.*

Scope: *This procedure applies to the Program Department- Travel.*

Responsibilities: *Girl Experience Manager-Travel and Program Managers*

Frequency: *Ongoing*

Timeframe: *Travel Trip International Travel is a part of trip planning and while the trip is taking place.*

Procedure:

1. When planning international travel, understand the currency exchange rate
 - a. Periodically check the current rate and update participants
2. Stay apprised of current events or global impacts that may affect the trip
 - a. Political/social unrest
 - b. Terror alerts
 - c. Other advisories for foreign travelers
3. Prepare participants for potential culture shock
 - a. Review during pre-trip meetings
 - b. Explore and encourage ways we can be respectful and culturally immersed even when out of our comfort zone
4. Be prepared for potential health risks
 - a. Food/water intolerance
 - b. Geographically-specific illness
 - i. Ensure necessary vaccines are administered before departure
 - c. Increased sun/heat/cold exposure
5. Become familiar with where area hospitals and USA embassies are and ensure you have a way of communicating in case of emergency

6. Consult airline baggage rules
 - a. Maintain carry-on only policy
 - b. Some international airlines have smaller carry-on requirements
7. Be prepared for flight delays
 - a. Know how to communicate with EF Tours, WAGGGS Center staff, insurance companies, and airline agents as appropriate
 - b. Keep receipts of everything spent during delays
 - i. Hotels, food, etc.
8. Ensure all travel documents are procured well in advance
 - a. Know if you need a travel VISA in addition to a passport
 - b. Passport, Passport Card, VISA

References:

- *Travel Trip Calendar Planning SOP*
- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip Emergencies and Special Considerations*
- *Travel Trip Delivery and Management SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Staff Chaperones SOP*
- *Travel Trip Administrative Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	