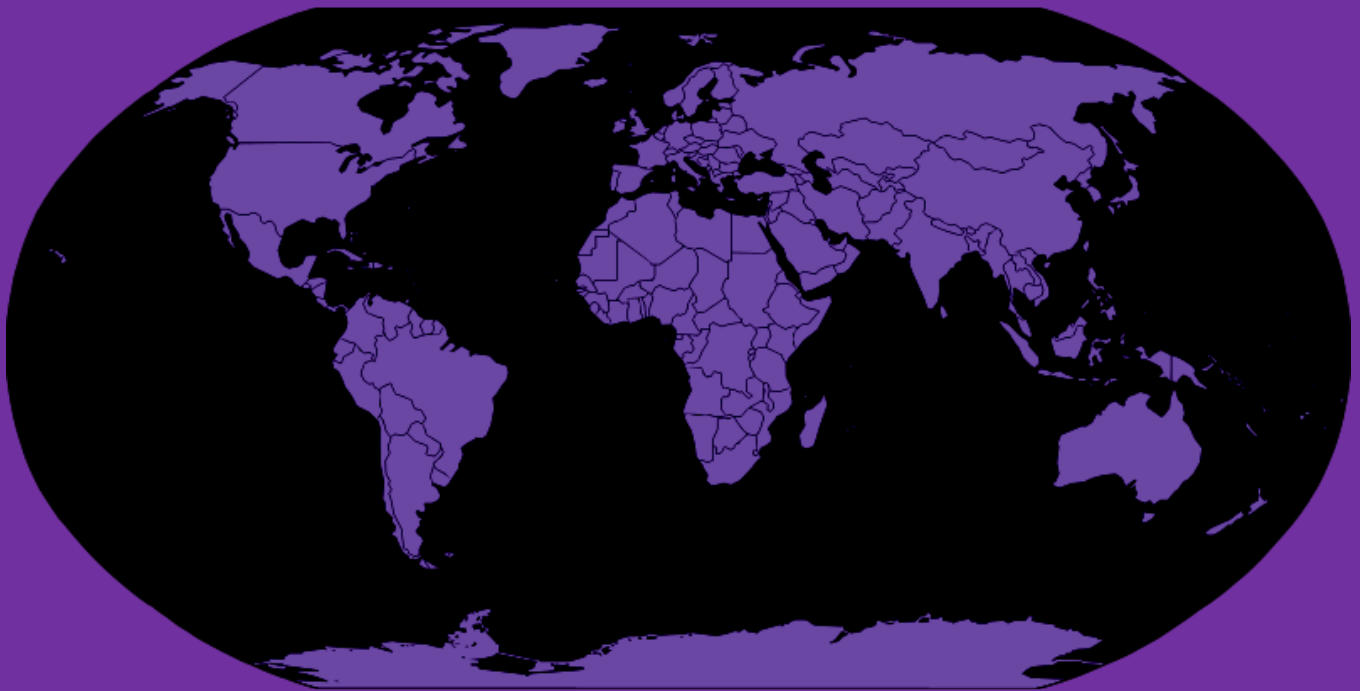


NASTAD GLOBAL PROGRAM INTERNATIONAL TRAVEL POLICY HANDBOOK



2011

NASTAD Global Program International Travel Policy Handbook

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SECTION (A) - TRAVEL POLICIES

I. OVERVIEW OF THE GLOBAL PROGRAM

Since October 2000, NASTAD's Global Program has linked U.S. state HIV/AIDS programs to government HIV/AIDS programs around the world. With support from PEPFAR (the Presidents Emergency Plan for AIDS Relief), the Global Program increases the capacity of resource-constrained countries to deliver HIV prevention and care activities. The Global Program responds to the identified needs and priorities of host country partners through comprehensive technical assistance, training programs, systems strengthening, and capacity building. To learn more about the Global program, please visit: <http://nastad.org/global/>.

II. OVERVIEW OF TA PROVIDER TRAVEL PROCESS

NASTAD's Global Program team in Washington, D.C. will support all official international travel for TA providers. Global Program staff will provide pre-departure, in-country, and post-travel support, including continued communication with in-country host agencies and collaborators.

Before the Trip

- 1) The NASTAD Country Lead will initiate travel by sending a request to a TA Provider stating:
 - Purpose: full description of the necessity and focus of the TA trip
 - Duration: estimated start and completion dates, including the trip and time on either side
 - An official invitation letter from NASTAD and/or the host county if needed.
- 2) The NASTAD Country Lead will ensure that the TA provider has sufficient orientation, preparation, access to materials, understanding of deliverables, and understanding of available resources to aide with the TA process well in advance of the travel.
- 3) The NASTAD Country Lead will work with the Global Program Operations Assistant to coordinate travel arrangements.
- 4) The Global Program Operations Assistant will communicate with the traveler to:
 - Share the International Travel Policy Handbook; TA provider must review handbook and discuss the Code of Professional Conduct with the Country Lead. Code of Professional Conduct must be signed by both the Country Lead and the TA provider on an annual basis and be sent back to Operations Assistant to be filed in the TA providers files. **(See Appendix A)**
 - Plan travel and lodging.

- Complete the *International Travel Advance Form*; **(See Appendix C)**. Global staff will submit for processing and payment.
 - Gather necessary information for country specific requirements (i.e., for visas).
- 5) The Global Operations Assistant will work with the traveler to ensure timely processing of the travel request forms in the following manner:
- Distribute proper visa forms/guidelines to traveler.
 - Confirm traveler's itinerary including assigned confirmation numbers of flight, hotel, rental car and other reservations as appropriate; Traveler's Information Sheet will be distributed to the traveler, Country Lead and relevant Field Staff.
 - Notify NASTAD field office of traveler's itinerary, travel and emergency contact information, and register traveler with U.S./other Embassy in country to which they are traveling.
 - Issue completed travel itineraries, airline tickets and necessary cash advances with a copy of the completed International Travel Advance Form to traveler.
 - Share contact information for in-country partners, the U.S. Embassy, and the police with traveler.
- 6) The **traveler** will be responsible for completing the following tasks:
- Complete all required country visa request forms within 2 days after receipt from the Global Operations Assistant.
 - Review International Travel Handbook and discuss the *Code of Professional Conduct* with the Country Lead. **(See Appendix A)**
 - Sign and submit NASTAD's *Code of Professional Conduct* to the Global Operations Assistant. Code of Professional Conduct must be signed by both the Country Lead and the TA provider on an annual basis and be sent back to Operations Assistant to be filed in the TA providers files. **(See Appendix A)**
 - Confirm receipt of itinerary and trip-related reservations with the Global Operations Assistant.
 - Schedule and complete health clinic visit with their health care provider. This visit must be conducted no later than 3 days before departure to facilitate conferred completion of required immunizations. (It is recommended that the health clinic visit be completed 3 weeks before departure). Also note: all immunizations and medical expenses that will be charged to NASTAD must be pre-approved. Please see page 8 for more details.
 - Malaria prophylaxis, when appropriate, will need to be arranged in advance. The routine may need to be started prior to departure and continued after return to the U.S. Complete and return a signed copy of the *Consultant Fee Request Form* if necessary **(See Appendix B)**.
 - Receive travel itineraries, airline tickets and travel advance from NASTAD office.

If you are traveling without Global staff:

- Ensure that you have contact information for in-country partners, the U.S. Embassy, and the police.
- Ensure that you have a copy of NASTAD's Emergency Procedures Manual.
- Ensure that you have developed a plan for the development and delivery of a trip report.

During the Trip

The traveler will be responsible for completing the following tasks:

- If you are traveling without NASTAD Global staff, contact the Country Lead within 24 hours of arrival.
- Reconfirm return flights if necessary.
- Keep daily notes of meetings and TA activities.

After the Trip

The traveler will be responsible for completing the following tasks:

- Submit your completed *International Travel Expense Form*¹ (**See Appendix C**) to the assigned Global Operations Assistant **within 10 business days (48 hours for NASTAD staff)** after conclusion of the trip. Please note: the original request will be e-mailed to you by Global staff prior to your departure; use this as the template.
 - Original receipts for all officially incurred expenses **MUST** be attached. Receipts are not needed for per diem costs, i.e., meals and incidentals. If a receipt is missing, please include a memo to account for the expense.
 - The *International Travel Expense Form*, including receipts, may be scanned and emailed to Global Operations Assistant to expedite processing; originals must follow in the mail.
 - *Please keep copies of the submission, including receipts, for your personal records.*
- Submit trip report to the Country Lead **within ten business days** after the conclusion of the trip. (**See Appendix J**). Please attach any other relevant notes, as needed.

III. GENERAL INTERNATIONAL TRAVEL POLICIES

NASTAD believes its employees and TA Providers are entitled to reasonable comfort, convenience, and safety while traveling on NASTAD business. Ordinary and necessary expenses that employees and TA Providers incur in connection with their duties and responsibilities shall be reimbursed. Please see pages 10-13 for details of reasonable expenses.

The primary point of contact for international TA Providers is the Country Lead. The primary point of contact for international travel logistics is the Global Operations Assistant. These staff will assist in answering questions pre-departure, supporting your needs in-country, and

¹ In some cases, when travel advance amounts have been overestimated, TA Providers may owe money to NASTAD upon completion of their assignment.

assisting you in post-TA work (i.e. travel report, travel expense forms). If you have any questions not answered in this handbook, please ask the Global staff *before* you travel. As a general rule of thumb while traveling, **always ask for a receipt for any transaction.**

Airline Tickets

When traveling on behalf of NASTAD's Global Program, the Global Operations Assistant will arrange your travel for the entire TA visit using the lowest cost, most direct transportation, and lodging within reasonable U.S. Government approved limits. NASTAD will purchase or reimburse traveler purchase (with appropriate receipts) of airport lounge passes for all one way itineraries that exceed 8 hours of flight time. NASTAD complies with the Fly America and Open Skies Act which requires that U.S. and European air carriers be used by domestic grantees to the maximum extent possible. This requirement shall not be influenced by factors of cost, convenience, or personal travel preference. The Global staff will book travel for TA Providers and NASTAD staff through:

Eric Hrubant, Director - MMG Travel @ Journeycorp
350 Madison Avenue - 15th Floor - New York, NY 10017
Tel: 212-339-2917 / **24-Hour Emergency Line: 402-548-6269 CODE G3V0**
Fax: 212-339-2958 / E-Fax: 212-812-3191
Skype - eric.hrubant / E-mail: ehzubant@journeycorp.com

Passports

Personal passports will be used for all official travel by international TA Providers. If you do not already have a valid passport, it is imperative that you obtain one as soon as possible. Please contact your local passport agency or the U.S. State Department at www.travel.state.gov/passport_services.html. Please note that it may take up to six weeks to process a passport request. If you need any assistance in this matter, please contact the Global Operations Assistant.

Visa

Visas are required for travel to many countries. Please be sure to work with the Global Operations Assistant to determine what kind of visa you will need to obtain (i.e. single vs. multiple entry, tourist vs. business, transit). In most cases, if a visa is required, the NASTAD Global Operations Assistant will expedite the visa application process in Washington, D.C. before travelers proceed abroad. You are responsible for providing your passport to the Global staff **within one week of request.** Most foreign consular representatives are located in principal cities, and in certain instances, a traveler may be required to obtain visas from the consular office in the area of his/her residence.

The addresses of foreign consular offices in the U.S. may be obtained by consulting the publication *Foreign Consular Offices in the United States* on the State Department's web site at <http://www.state.gov>. All reasonable expenses related to obtaining a visa will be reimbursed by NASTAD.

Pre-Departure Medical Clinic Visit

Safety is a priority for all TA providers, and as such, the NASTAD Global Program will cover the cost and administration of CDC recommended vaccinations and/or prophylaxes for international travel undertaken on behalf of NASTAD's Global Program. Your local department of health, personal health care provider, and most universities will have travel clinics that can provide the CDC recommended vaccinations and/or prophylaxis, or will be able to refer you to the appropriate facility or provider.

For a list of which vaccinations and prophylaxes are covered by NASTAD, please refer to **Appendix D: Travel Clinic Protocol for NASTAD Travelers - Vaccines and Prophylaxes** (country specific). <http://wwwnc.cdc.gov/travel/destinations/list.aspx>

NASTAD will only cover the costs of your vaccinations and/or prophylaxis and their administration, if you have received written prior approval from the NASTAD Global Program. Costs incurred without written prior approval are the sole responsibility of the traveler and will not be paid or reimbursed by NASTAD.

You may submit original receipts and prior approval notification for all medical expenses with your completed and signed Travel Reimbursement form which is due to NASTAD Finance and Accounting within 10 business days of completed travel.

Immunizations

Under the International Health Regulations adopted by the World Health Organization, a country may require an International Certificate of Vaccination against yellow fever. Also, a cholera immunization may be required if you are traveling from an infected area. Please ensure that you receive a copy of your International Certificate of Vaccination from your health care provider at your pre-departure medical visit and carry it with you when you travel. No immunizations are required to return to the U.S.

TB Testing

TB testing is recommended for NASTAD staff and TA Providers who travel overseas to high TB prevalence areas at least every 6 months.

Useful Travel Tips

See Appendices E-G or Visit: www.nastad.org

- **Appendix E: Safety and Security**
- **Appendix F: What To Bring**
- **Appendix G: Other Preventive Measures**

Salary Replacement/Consultant Fees

Consultant Fee Request Form (**See Appendix B**) or visit www.nastad.org

The principle of the NASTAD Global Program is to support bi-directional exchange of peer technical assistance between U.S. state health departments and their counterparts in other countries. In recognition of the bi-directional benefit of the technical assistance, TA Providers are encouraged to seek administrative leave with full pay to work with the Global Program. Some TA Providers will also be able to use annual leave to this end.

However, NASTAD recognizes that not all health departments will have the capacity to support their staff in this way, and in such instances, NASTAD will ensure payment of consultant fees at a rate determined by the Country Lead to carry out the assigned peer-to-peer technical assistance. A statement from CDC states: "If the health department employee is paid with CDC federal funds, then they are not eligible to also receive a GAP consultancy fee. The health department employee is only eligible for the consultants' fee when the health department has insisted that they take leave without pay." Consultants may request fees for work for up to 5 days of every seven (7) days in the field. Consultants are not paid for travel days. TA Providers may be paid this consultant fee for no more than a maximum of 20 days per calendar year or at the discretion of the Global Program Director.

The request form for obtaining consultant fees must be submitted to Country Lead, via email, *at least 2 weeks* before the intended date of departure. Upon return from travel the request will be formally approved once the number of days worked is confirmed; the form must then be signed and returned to the Country Lead. Payment of consultant fees is dependent upon submission of a *Consultant Fee Request Form (See Appendix B)* within ten working days upon return from the consultancy.

IV. TRAVEL EXPENSE POLICIES

NASTAD follows reimbursement guidelines established by the U.S. Government. NASTAD will cover all reasonable costs of travel for the TA provider. Travelers shall use their own funds and be reimbursed, or shall obtain an advance to cover expenses. If the traveler is to be reimbursed, original receipts for travel, lodging, business-related calls (itemized with to whom the call was made, the purpose, and the duration), taxis and other approved expenses, including meals, must be submitted.

Pre-departure expenses (i.e., visa costs, postage, necessary passport photos), will be reimbursed by NASTAD to the traveler rather than issuing a travel advance.

A complete and itemized reimbursement form must be returned within 48 hours of return to work for NASTAD employees and within ten business days of return for NASTAD TA Providers. Incomplete forms or forms with missing receipts will not be processed. **Please keep a copy of receipts and completed forms for your records.** In such cases where a receipt

is unobtainable, the TA Provider may write a memo explaining the absence of the receipt. These costs must be included in the *Travel Expense Form* (**See Appendix C**).

Travelers are responsible for expenses over the reimbursement limits established in this chapter. NASTAD will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations, items or services unnecessary or unjustified in the performance of official business. If you have any questions about these matters, please contact your Global staff representatives.

Travel Advance

In most cases, TA providers will receive a travel advance equal to 65% of the anticipated maximum obligation for meals, incidentals and ground transportation. NASTAD will also provide an advance for lodging. If lodging cannot be pre-paid or covered by NASTAD directly, with the assistance of the TA Provider, the Global Operations Assistant will fill out an *International Travel Advance Form* (**See Appendix C**) and send the travel advance check to the traveler. When the amount advanced to a traveler exceeds the actual costs incurred during travel, the traveler will be responsible for reimbursing NASTAD the difference.

Per Diem

Per diem is the maximum reimbursable amount for lodging, meals, laundry and incidentals. It is assumed that incidental allowances will cover incidental expenses such as bottled water, tips, laundry etc. Per diem rates are set by the U.S. government, and are calculated according to where you spend the night and vary by city. The rates for capital cities are generally very high. Standard rates will apply to most cities. While per diem rates are subject to change, they usually do not vary greatly. Standard international per diem rates can be found at: http://aoprals.state.gov/web920/per_diem.asp

It is recognized that occasions may arise whereby a higher lodging or meal rate may be required due to a specific and necessary location for doing business. NASTAD also reserves the right to provide per diem at a lower rate than set by the U.S. government. Specifically, TA Providers travelling to Ethiopia who lodge in NASTAD's guest house are provided per diem at the USG "Other city" rate for Ethiopia.

Exceptions to the established rates may be made within reasonable limits and must be approved in advance by the NASTAD Global Program Director.

To calculate Per Diem:

- A. Click on the [Per Diem Rate](#) site below
- B. Navigate to desired country
- C. Use [Foreign Breakdown](#) site figures to calculate Per Diem for breakfast, lunch, dinner and incidentals

Foreign per diem rates	http://state.gov/m/a/als/prdm/
Foreign breakdown	http://www.state.gov/www/perdiems/breakdown.html
Domestic per diem rate	http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm

Lodging

When possible, NASTAD will pre-pay lodging expenses. Lodging costs are reimbursed at the actual cost, not to exceed the per diem rate. Any lodging costs incurred beyond the per diem rate will not be reimbursed unless they were necessary for safety reasons or if they were required due to a specific and necessary location for doing business. Should an employee or TA Provider elect lodging that is at no cost, she or he may still receive the per diem rate (prorated as appropriate) for meals and incidentals, if still on authorized travel time.

Meals

Meal costs, including items such as bottled water, are reimbursed at the full per diem rate. No receipt is needed for meals. Any meal costs incurred above the per diem rate will not be reimbursed. Alcoholic beverages are not included in the per diem rate and are not covered by NASTAD. When filling out the *International Travel Expense Form* at the conclusion of travel, please do not claim per diem expenses for meals provided by NASTAD, at a conference or other business-related activity.

Incidentals

Incidental costs, including items such as tips and laundry are included in the incidental portion of the per diem rate. Any incidental costs incurred beyond the per diem rate will not be reimbursed.

Ground Transportation

Receipts for ground transportation are required with the *Travel Expense Form* (See Appendix C) upon completion of the trip.

- It is preferred that the most economical mode of transportation consistent with local weather conditions is used to travel to and from airports. The following modes of transportation should be considered:
 - Public transportation (subways, taxis)
 - Hotel and airport shuttle services
 - Personal car.
- A personal car should be used only when the cost of mileage and economy parking at the airport is equal to or less than the cost of public transportation.

Miscellaneous Fees

Miscellaneous fees are any fees not officially in the airfare, transportation or per diem rate. Some of these fees may be outlined elsewhere, but are listed here for your convenience.

- *Currency exchange fees:* Receipts should indicate exchange rate. As exchange rates fluctuate daily, NASTAD will need receipts for each currency exchange. (Receipts for currency exchange will be helpful in completing travel reimbursement forms upon return).
- *Visa application fees:* Obtain a clearly marked receipt. Often, the receipt is the visa itself.
- *Vehicle Rental:* The Global Program Director must approve the use of a rental vehicle in advance. The approval will be based on reasonable justification of cost savings and safety concerns for using this means of transportation. Rentals without prior approval will not be reimbursed.
- *Laundry:* Laundry and dry cleaning expenses are included in your incidental portion of the per-diem and may not be claimed as a separate expense.
- *Airport fees:* Many international airports charge fees for either incoming or outgoing passengers. These fees are reimbursable by NASTAD with a clearly marked receipt.
- *Registration fees:* Any fees required for attendance at conferences, meetings or workshops relating to official business, as appropriate, will be reimbursed.

Business Communication Expenses

Phone calls, faxes, and Internet use for NASTAD-related work is allowed but should be kept to a minimum at the discretion of the Global staff. You must itemize each transaction (indicate to whom you made the call, i.e. official call to NASTAD related to TA trip) and **provide receipts** (usually on hotel bill; receipt should indicate number of minutes). Whenever possible, use of host partner (i.e., CDC or other field offices) facilities is recommended.

NASTAD will cover up to \$10 for communication costs for personal business per 36 hours in country.

Hints:

- Consider using www.skype.com as a free (to other Skype users), or low-cost (Skype-to-phone) communication service. Register for free with Skype, and use a microphone with your computer.
- To save time and money with email, compose email messages offline.
- Most NASTAD Field Offices have local cell phones that may be used by TA providers. Consider purchasing low-cost international calling cards to call home.

Any local postage, Federal Express or DHL costs accrued on official business (i.e. sending materials back to the U.S., official documents sent in-country) will, within reason, be covered by NASTAD.

Non-allowable Expenses

Travel expenses for personal convenience are not reimbursable. These may include, but are not limited to, lodging that costs more than the per diem, purchasing a more expensive ticket for personal mileage instead of obtaining the cheapest fare, and unnecessary stops en route or as an add-on leg. Other non-allowable expenses include water purifiers, DEET, bug spray, laundry kits, immersion heaters, adaptors, gifts for hosts, fees for traveler's checks, etc.

Travel, meals and lodging for anyone other than NASTAD staff or TA Providers are not reimbursable. NASTAD is also not legally, financially or logistically responsible for travel of dependents accompanying travelers on NASTAD business.

Tipping

To avoid miscalculating exchange rates, visit www.oanda.com for free currency cheat sheets to a variety of countries. You can also find customary tipping rates for specific countries abroad at www.tipping.org. Generally in Africa, restaurants include a service charge of about 10%, but adding a small tip extra is considered a norm for both restaurants and taxis. Please be advised that NASTAD does not reimburse for any tipping as this is already included in the per diem.

Caution!

It is important to understand that you may run into individuals who will offer to “expedite” a service for you. This may occur at the airport, at a government office, at the train station, or in a hotel. Though you may find help free-of-charge from some individuals, most often, these “expeditors” will expect to be paid for their services in the form of a small gratuity. It is always acceptable to politely refuse such assistance.

V. INSURANCE

If you have any questions or concerns regarding the various types of insurance or what coverage includes, please contact your Global staff representatives.

Travel Insurance

Insurance is automatically provided for all employees and TA Providers through NASTAD. The NASTAD Global insurance package provides coverage for Foreign Liability, Medical Expense benefits for accidents or sickness, and medical or political evacuation,. There is 24 hour emergency assistance for all travelers.

Health Insurance

Please check with your personal health insurance provider regarding coverage while traveling abroad. While emergency medical coverage is provided through the NASTAD Global Medical package, it is recommended that you find out exactly what is and is not covered by your

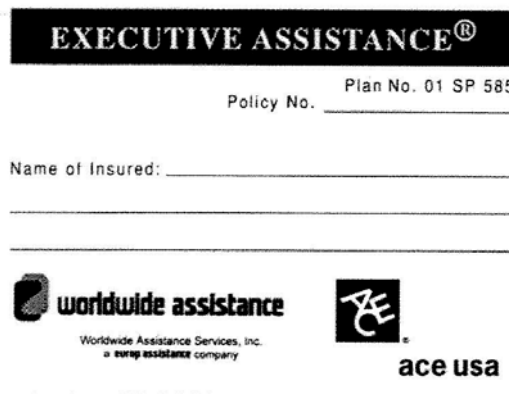
current health insurance policy. Useful information can be found through a travel agent, your health insurance company, travel publications, or the U.S. State Department at <http://travel.state.gov>.

For any Health or Travel Insurance needs NASTAD utilizes ACE Worldwide's Executive Assistance.



Please have the following insurance information with you at all times:

Insured: NASTAD
Policy #: **Plan No. 01 SP 585**
Dependents covered: YES

Provider Note: All benefits apply only when a covered person (s) of the above named Insured is traveling outside his country of assignment and or residence and are subject to verification of eligibility, definitions, exclusions and other contractual limitations contained in a plan insured or administered by ACE USA. Coordination of Benefits may apply.



EXECUTIVE ASSISTANCE®
Policy No. Plan No. 01 SP 585
Name of Insured: _____

 
Worldwide Assistance Services, Inc.
a eurap assistance company
ace usa

How To Contact ACE USA:

For Customer service, eligibility verification, or benefit plan information call:
1-302-476-6199 (if outside U.S.)
1-800-262- 8028 (within U.S.)

After hours emergency
ACE ALARM CENTER Plan # 01AH585
Call: 1-800-243-6124 or
1-202-659-7803 (Call Collect)

When you call Worldwide Assistance please have the following information:

- Name of caller, phone number, relationship to patient
- Patient's name, sex, age, and the NASTAD policy number: **01 SP 585**
- Name, location and telephone number of hospital
- Name and telephone number of treating doctor, and where and when he can be reached.

VI. Emergency Situations

In any emergency situation, please contact the NASTAD Field Office staff, the NASTAD Global Program office, and the U.S. Embassy as soon as possible. They will be more than happy to assist you in any way possible. If you are unable to do so, ensure that a member of your team, most often the Global staff, can do so in your place.

In the case of a missed/cancelled flight, contact your airline immediately and arrange for an alternate flight to get you to your destination in a safe and timely manner. Contact the NASTAD Global staff to alert them of the change in your itinerary. It is also advisable to

contact the travel agency. The 24-hour emergency help line is: **402-548-6269. Use Membership Code G3v0**

Eric Hrubant, Director - MMG Travel @ Journeycorp
350 Madison Avenue - 15th Floor - New York, NY 10017
Tel: 212-339-2917

24-Hour Emergency Line: 402-548-6269 Code G3V0

Fax: 212-339-2958

E-Fax: 212-812-3191

Skype - eric.hrubant

E-mail: ehrubant@journeycorp.com

Refer to NASTAD when contacting the after-hours services.

In case of lost or stolen luggage, the airline will generally take full responsibility. Contact an airline representative as soon as possible if this occurs. Secondary coverage may be provided by the traveler's personal homeowner's insurance. NASTAD is not responsible for any lost or stolen luggage and no claims for reimbursement or replacement will be accepted.

In case of lost/stolen cash/credit card/travelers checks, contact your credit card company/bank as soon as possible to report the loss/theft. Each agency will provide you with the proper protocol for obtaining replacement credit cards/travelers' checks. Contact NASTAD and the host partner agency immediately and alert them as to what you will need to safely reach home. NASTAD is not responsible for any lost or stolen items of any kind and no claims for reimbursement or replacement will be accepted.

Safety is the priority for all NASTAD staff and TA Providers. NASTAD has taken steps to secure cell phones for extended time in-country. These cell phones are to be used in emergency situations or at the discretion of the Global staff.

- Always carry your itinerary and a copy of your passport with you.
- Keep a copy of the front page of your passport, country visa, and immunization records separate from the originals, especially for in-country travel.
- Consider purchasing items to ensure personal safety and security, such as TSA luggage locks, door locks, money belts, matches, candles, etc. *These items are NOT reimbursable by NASTAD.*
- If traveling with Global staff, they will also have a copy of your passport, itinerary and other pertinent documents.

Political Evacuation

AIG World Source Crisis Management Center Hotline

Toll Free from the US and Canada: 1 866 WANT HLP/ 1 866 926 8457

Collect from anywhere in the world: 1 713 260 5500

NASTAD has policies to cover NASTAD employees and TA Providers while traveling. Should the need arise to utilize these policies; the Global staff and the host partner office in-country have the necessary information. Please speak with your Global staff if you have any questions regarding these policies.

Security Crisis Management Plan

In case of an emergency, while an individual (hereto referred to as the 'traveler') is traveling on official business on behalf of NASTAD, the following individuals will be responsible for coordinating any actions required to ensure the safe return of the traveler to his/her home. The individuals shall be contacted in this order:

NAME AND TITLE	EMAIL	WORK PHONE	CELL PHONE
Lucy Slater Director, Global Program	lslater@NASTAD.org	612-770-4905	612-770-4905
Kelly Campagne Director, Human Resources and Administration	kcampagne@NASTAD.org	202-434-8076	202-607-6331
Julie Scofield Executive Director	jscofield@NASTAD.org	202-434-8090	301-455-2558 301-699-5895

The Crisis Management Team, following the order prescribed above, will complete the following steps to ensure that all financial, personnel, public relations, and insurance-related issues are addressed in an appropriate and timely manner. Emergency procedures for medical care, medical evacuation, and political/security evacuation are attached. In brief:

Insurance

Coordinate quick, efficient service in partnership with ACE.

How To Contact ACE USA:

For Customer service, eligibility verification, or benefit plan information call:
1-302-476-6199 (if outside U.S.)
1-800-262- 8028 (within U.S.)

For After hours emergency, utilize
ACE ALARM CENTER Plan #
01AH585
Call: 1-800-243-6124 or 1-202-659-
7803 (Call Collect)
NASTAD policy number: **01 SP 585**

Personnel

- Contact family or emergency contact person of the traveler.
- Contact appropriate individual at state health department/NASTAD supervisor.

Public Relations (*Only the Global Program Director and the Executive Director are authorized to speak to the press*)

- Determine what to say to the press, when and how.
- Communicate with partner agencies (in-country, U.S.-based, and CDC project officers) and U.S. Embassy, as necessary.

Financial

- Determine NASTAD's financial liability.
- Ensure the prompt and complete payment of any costs incurred by the traveler due to crisis while on official business.

Any and all actions taken by NASTAD staff as related to the management of the crisis on behalf of the traveler will be appropriately documented and will follow standard NASTAD protocol.

Please refer to **Appendix E-G** or visit **www.NASTAD.org** for further recommendations.

VII. OTHER CONSIDERATIONS

Communication Protocol

The Country Lead will be the point of contact for communication between international TA providers and program partners both within the U.S. and abroad. All communication from TA providers regarding NASTAD Global Program work should be funneled through the appropriate Country Lead. Exceptions to this policy will be determined by the Program Director on an as needed basis.

Cultural Sensitivity

Given NASTAD's work within various cultures, sensitivity to cultural difference is of utmost importance. When working outside the U.S., and with delegates from other countries, TA Providers are asked to be aware of current events, basic history and culturally appropriate behavior.

You are representing yourself, your state and NASTAD at all times while traveling, whether inside or outside of work. If you have any questions, or are uncertain about what is culturally appropriate, please ask your Global staff representatives.

NASTAD Liability

NASTAD is not liable for any cell phones, palm pilots or laptops that travelers choose to take when traveling. NASTAD cannot be held responsible if items are lost or stolen. Additionally, given that countries have differing customs protocol, please be aware that these items might be questioned when entering the country. Please ask your Global staff prior to traveling if you have questions on these matters.

IT Equipment

NASTAD may be able to provide you with a loaner laptop computer, cell phone, or other IT equipment. Please contact the Global staff for requests.

VIII. Global Program Roles and Responsibilities Related to International TA and Travel

Country Lead

- Management:
 - Guides NASTAD program approach in country, develops scope of work and guides program implementation
 - Engages in communication and builds relationships with partners in country and domestically
 - Supervises, guides, and directs Country Field Office Staff
 - Handles emergencies, large and small, as they arise.

- Technical Assistance:
 - Maintains TA focus on NASTAD's mission and define boundaries given organizational limitations
 - Guides TA process and scope of work in-country and stateside and assures continuing forward momentum
 - Facilitates U.S. based activities in support of in country work
 - Provides TA (as appropriate and necessary).

- Travel Planning:
 - Holds primary responsibility for management of travel logistics
 - Serves as a cultural translator of culture and gender issues for U.S. TA providers
 - Ensures safety and security of all travelers
 - Ensures all trip specific programmatic expectations are met (trip/financial reports)
 - Coordinates delegation visit hosting, coordination of logistics and content.

Country Field Office Staff

- Management:
 - Implements NASTAD program approach in country
 - Engages in communication and builds relationships with partners in country
 - Manages Country Field Office
 - Handles emergencies, large and small, as they arise.

- Technical Assistance:
 - Maintains TA focus on NASTAD's mission; guides TA process in-country
 - Provides TA (as appropriate and necessary).

- Travel Planning:
 - Assists in TA provider hosting, coordination of logistics, and provision of service
 - Serves as a cultural translator of culture and gender issues for U.S. TA providers
 - Ensures safety and security of all travelers.

Global Program Operations Assistant

- Works with Country Lead and Country Field Office Staff to manage TA, Members, Delegates and other staff travel logistics
 - International Travel:
 - Flights
 - Travel advances
 - Visas
 - Medical authorization
 - Equipment loans
 - In-country transportation
 - Travel reimbursement.
 - Domestic Travel:
 - Flights
 - Travel advances
 - Equipment loans
 - Ground transportation
 - Travel reimbursement.

- Prepares Travel Information Sheet for each traveler.

Technical Assistance Provider

- Preparation:
 - Attends NASTAD Global Program TA Provider orientation and team meetings
 - Reads NASTAD's International TA Provider Handbook, follows its directions for preparation for travel and asks questions.

- Technical Assistance:
 - Represents NASTAD, their health department, and the U.S. 24/7 during on-site international TA visits
 - Actively participates in on-site international TA visit content, including trainings, partner meetings, informal team meetings and debriefs before and after each day's work, as needed and identified by the Trip Lead
 - Actively participates/facilitates conference calls and country specific planning meetings, arranged by Global staff
 - Meets mutually agreed upon deadlines for the completion of tasks related to TA visit preparation and/or debriefing, including Trip Reports, as articulated by Global staff
 - Provides feedback to peers, NASTAD staff, and the NASTAD Global Program for quality assurance and program improvement
 - Adheres to NASTAD Professional Code of Conduct.

- Travel Planning:
 - Works with Global staff in arranging air travel and hotel reservations
 - Obtains necessary vaccinations and malaria prophylaxis, as needed
 - Works with Global staff to secure a valid U.S. passport and appropriate visas
 - Completes all necessary paperwork in a timely manner, both before and after U.S. based meetings TA visits, in order to assure adequate time for travel approval.

APPENDICES
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APPENDIX A: Code of Professional Conduct

The code of conduct should be discussed with the Country Lead and signed by both the lead and the TA provider on an annual basis.

NASTAD emphasizes that while on business travel, TA providers conduct themselves in a professional manner. Some points to consider:

- Exercise more caution and better judgment than you would in the U.S. Keep in mind that there are behaviors and actions that are not considered inappropriate in the U.S. but may be considered inappropriate in other countries.
- Be aware of cultural differences. Everyday behaviors and actions that seem normal to you could be misinterpreted, misleading or considered offensive in another culture.
- Be aware of legal differences. The legal system in the country you are visiting is different from that of the U.S.; U.S. laws and regulations do not protect you while abroad.
- Remember that you are representing yourself, your state health department, NASTAD and the U.S. government while on business travel with NASTAD. This applies to the entire time you are on travel including: time beyond the eight-hour workday, all time from when you leave the U.S. until you return, as well as time while in travel status and during layover en route.
- The Country Lead, the Field Office Staff (namely the Country Director/Manager), and the Global Program Operations Assistant are your partners for travel preparation, implementation of technical assistance, and close-out of the trip. Please communicate with them thoroughly and frequently to ensure all our working to the same end.

I, _____, verify that I have read and understand NASTAD’s Code of Professional Conduct.

Print Name

TA Provider’s Full Name

Country Lead Full Name

TA Provider’s Signature

Date

ate Country Lead Signature

Date



APPENDIX B: Consultant Fee Request Form

- Please complete, sign and date this form. *Email a copy of the request two (2) weeks before departure.*
- Only pre-approved requests will be honored.
- Send original signed copy after completing the consultancy to your Global Staff at:

NASTAD
444 North Capitol Street, NW, Suite 339
Washington, D.C. 20001

Section A: Please complete this section before your trip and fax/email to your Global Staff

Date Submitted: _____ SS# (for taxes): _____

Name/Title: _____ Organization: _____

Phone: _____ Fax: _____

Address (for check): _____

City: _____

Destination(s): _____

Dates of Trip: _____ Purpose of Trip: _____

Please Note: Only consultants who do not receive their salary from their employer (i.e. those taking leave without pay) during technical assistance, and who are working under the auspices of the NASTAD Global Program, will be paid a consultant fee of \$____ per day. For every seven (7) full days in-country, consultants can be paid for up to five (5) working days; this does not include travel days. Please indicate, below, the number of days you expect to work as a NASTAD Global Consultant and your anticipated consultant fee.

Expected full days in-country: _____

Expected days of paid work: _____ x \$____/day = _____ Total Consultancy Fee Request

Signature _____ Date _____

Section B: Please complete this section following your trip and mail to your Global Staff

Actual full days in-country: _____

Total claimed days of paid work: _____ X \$____/day = _____ Total Consultancy Fee Request

I hereby certify that the above information is just, true and correct; that no part thereof has been paid by any other source; that the balance therein stated is actually due and owing; and that the amounts claimed were necessary and incurred in the performance of my authorized official duties.

Signature _____ Date _____

NASTAD USE ONLY:

total number of days		total amount due	
date paid	check number	amount	code number
			52105
approved: accounting	approved: global director	approved: director, operations	

APPENDIX C: Sample Travel Request and Expense Form for TA Providers

Instructions for Completion

Read the following instructions carefully. Incorrect or incomplete forms will result in your advance or reimbursement being delayed or not processed.

The *Travel Expense Report Form* for TA Providers is the form that NASTAD uses to reimburse allowable travel expenditures incurred in the course of performing project-related tasks.

- *Travel Expense Report Form for TA Providers* must be received within ten business days after your travel has occurred.
- *Travel Expense Report Form for TA Providers* received more than ten business days after your travel has occurred will not be processed.
- You must complete, sign and date this form and mail it to NASTAD with all original receipts including your airline or train passenger receipt attached. *Travel Expense Report Form for TA Providers* that do not have an airline or train passenger receipt(s) will not be processed.
- Only Pre-Approved requests can be honored.
- Allow a minimum of 3- 4 weeks for processing
- You must submit dated, original receipts for every item associated with your trip for which you wish to be reimbursed. Some additional expenses not listed may be reimbursable, though many of them may not.

Traveler Information

Name | Title | Organization | Address | Phone | Fax | Email

Print your full name, including a title if applicable, along with your organization's name and the complete address to which you would like your travel reimbursement check mailed. Please include a **daytime** telephone number and a fax number.

Schedule Information

Date & Time of Departure and Return

Indicate when you traveled by filling in the exact dates and departure and return time. Times should reflect when you **left** your residence or office and **returned** to your home or office, **NOT** flight times.

APPENDIX C - Continued

Travel Information

Destination and Purpose of Travel

If the field is empty, please insert a brief description of where you traveled and the work performed for the project; one sentence is usually sufficient. Under certain circumstances (usually involving attendance at meetings and conferences), this section may be filled out, in which case it will not be necessary for you to make changes and additions.

Domestic Mileage

Mileage is for the use of your own car, reimbursed at the rate of **.550 cents per mile**. This figure includes gasoline. Please indicate miles traveled and calculate the total. **NOTE:** this mileage is not allowed for car rentals; it is allowed only for personal automobile use. (See below regarding car rentals)

Airfare and Rail Fare

You Must Submit Receipts for Air or Rail Fare (this is your air or rail line passenger receipt) if you have either used NASTAD's approved travel agency (Travel Ventures), **OR** if you are being reimbursed for your air or rail travel, booked through a different agency. **If you are traveling using an electronic ticket you must have the air or rail line ticket or gate agent print a ticket receipt for you.**

Travel Expense Report Forms that do not have an airline or train passenger receipt(s) will not be processed.

Ground Transportation

Ground Transportation covers reasonable expenses for taxis or other conveyances to and from airports, and/or train and bus stations. You must seek advance approval for renting a car. If a rental car is approved, write the expense in this field. Under no circumstances will costs be reimbursed for limousine or sedan service.

Lodging

Lodging, in the event it is purchased by the traveler, will be reimbursed on an actual cost basis, but not to exceed the U.S. Government per diem rate. **You must submit hotel receipts in order to be reimbursed.** Lodging includes room charges; it does not include telephone calls or other incidentals.

Miscellaneous - Other

Other expenses which do not fall into the above categories

Meals and Incidental Expenses

Includes meal and incidental expenses allowance (see previous sections on "Meals" and "Incidentals"). NASTAD will reimburse meals at a flat rate dependent on U.S. Government

APPENDIX C - Continued

per diem rates. This allowance also covers porter fees, all tips, etc.

What is “per diem”? Per Diem is the rate in effect for a particular city according to the most recent Federal travel regulations. The federal government sets individual caps on allowances for both lodging and meals that vary from city to city. NASTAD cannot reimburse any amount over the specified cap, including taxes, extra charges, etc. **Costs for meals will be reimbursed at a flat rate according to federal regulations, regardless of how much you spend for meals in a day.**

Signature

You must sign and date the travel reimbursement form with all original receipts attached. If you have any questions please contact Christelle Gorman, cgorman@NASTAD.org or 202-434-8074.

Please mail to:

**NASTAD
Attn: Christelle Gorman
444 North Capitol St NW
Ste 339
Washington, DC 20001**

APPENDIX C - Continued

Global Travel Expense Form

Global Travel and Expense Form - Final Report



Traveler Information

Name	Street
Title	
Organization	City
Phone	State
Fax	Country
email	Zip

Address where check should be mailed if different than above

Street
City
State
Zip

Schedule Information

Today's date		Return date	
Departure date		Return time	
Departure time			
Personal Travel Dates			

Travel Information

Destination(s)	
Trip purpose	

Comments

Total Expenses from Detail Below

I hereby certify that the below account and schedules annexed are just, true, and correct; that no part thereof has been paid; that the balance therein stated is actually due and owing; and that the amounts claimed were necessary and incurred in the performance of my authorized official duties -- witnessed by my signature below.

Traveler Signature	Date
--------------------	------

Airfare	\$0.00
Per diems	\$0.00
Mileage	\$0.00
Transportation	\$0.00
Lodging	\$0.00
Misc-Other	\$0.00
TOTAL	\$0.00
Travel Advance	\$0.00
Amount due traveler	\$0.00
Amount due NASTAD	\$0.00

NASTAD USE ONLY

Operations Director	Date	
Program Director	Date	
Accounting	Date	
Staff Contact	Program Code	

Actual Costs (Provide all receipts)

Airfare (only include airfare you paid out of pocket, preapproved by NASTAD)

Date	From	To	Amount Local	Exchange Rate	USD
Total					\$0.00

Mileage (see margin for resources)

Date	From	To	Total Miles	Rate	USD
				\$0.505	\$0.00
				\$0.505	\$0.00
				\$0.505	\$0.00
				\$0.505	\$0.00
Total					\$0.00

APPENDIX C - Continued

Transportation (parking, taxis, tolls and any other preapproved transportation expenses)

Receipt #	Date	Item	Amount Local	Exchange Rate	USD
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total					\$ -

Lodging

Receipt #	Date	Item	Amount Local	Exchange Rate	USD
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total					\$ -

Miscellaneous - Other

Receipt #	Date	Item	Amount Local	Exchange Rate	USD
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total					\$ -

APPENDIX C - Continued

Actual Per Diem						
Weekday	Date	City	Breakfast	Lunch	Dinner	Incidentals
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Sun						
Mon						
Tue						
Wed						
Thur						
Fri						
Sat						
Total			\$0.00	\$0.00	\$0.00	\$0.00
					Total Per Diem	\$0.00



Appendix D: Travel Clinic Protocol for NASTAD Travelers CDC Recommended Vaccines and Prophylaxes (Country Specific)

Safety is a priority for all Technical Assistance (TA) providers, and as such, the NASTAD Global Program will cover the cost and administration of CDC recommended vaccinations and/or prophylaxes for international travel undertaken on behalf of NASTAD's Global Program.

Prior to your international travel, NASTAD Global Program Assistant will send you a country specific CDC recommended vaccinations and/or prophylaxes. Vaccine recommendations are based on the best available risk information. CDC recommended vaccinations and/or prophylaxes for specific countries can also be found on the [CDC travel website \(http://wwwnc.cdc.gov/travel/destinations/list.htm\)](http://wwwnc.cdc.gov/travel/destinations/list.htm). Please be aware that the level of risk for vaccine-preventable diseases can change at any time.

NASTAD will only cover the costs of your vaccinations and/or prophylaxis and their administration, if you have received written prior approval from the NASTAD Global Program. Costs incurred without written prior approval are the sole responsibility of the traveler and will not be paid or reimbursed by NASTAD.

Where can you get vaccinated?

Your local department of health, personal physician, and most universities will have travel clinics that can provide the recommended vaccinations and/or prophylaxis, or will be able to refer you to the appropriate facility or provider.

A completed and signed Travel Reimbursement form, along with the original receipts and prior approval notification must be submitted to NASTAD Finance & Accounting in order for any reimbursement to be processed.

**If you have any questions please contact Christelle Gorman,
cgorman@NASTAD.org or (202) 434-8074.**



APPENDIX E: Safety and Security

Safety and Security begins when you pack. To help avoid becoming a target, do not dress so as to mark yourself as an affluent tourist.

Always try to travel light. Try not to bring more than one carry-on and one checked bag. You can move more quickly and will be more likely to have a free hand. You will also be less tired and less likely to set your luggage down, leaving it unattended.

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them on your person, you may wish to put them in various places rather than all in one wallet or pouch.

Pack an extra set of passport photos along with a photocopy of your passport's information page to make replacement of your passport easier in the event it is lost or stolen.

Put your name, address and telephone numbers inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. If possible, lock your luggage.

PRECAUTIONS TO TAKE WHILE TRAVELING

Safety on the Street

Use the same common sense traveling overseas that you would at home. In general, a TA provider should never go anywhere alone. Be especially cautious in (or avoid) areas where you may be more easily victimized. These include crowded subways, train stations, elevators, tourist sites, market places, festivals and crime-ridden neighborhoods.

Don't use short cuts, narrow alleys or poorly lit streets.

Try not to travel at night.

Avoid public demonstrations and other civil disturbances.

Keep a low profile and avoid loud conversations or arguments.

Do not discuss travel plans or other personal matters with strangers.

Avoid scam artists by being wary of strangers who approach you and offer to be your guide or sell you something at bargain prices.

Beware of pickpockets. They often have an accomplice who will:

- jostle you,
- ask you for directions or the time,
- point to something spilled on your clothing,
- or distract you by creating a disturbance.

Try to seem purposeful when you move about. Even if you are lost, act as if you know where you are going.

Try to ask for directions only from individuals in authority.

Know how to use a pay telephone and have the proper change or token on hand.

Learn a few phrases in the local language or have them handy in written form so that you can signal your need for police or medical help.

If you are confronted, don't fight back -- give up your valuables.

APPENDIX E - Continued

Safety in Your Hotel

Keep your hotel door locked at all times. Meet visitors in the lobby.

Do not leave money and other valuables in your hotel room while you are out. Use the hotel safe.

If you are alone, do not get on an elevator if there is a suspicious-looking person inside.

Read the fire safety instructions in your hotel room. Know how to report a fire, and be sure you know where the nearest fire exits and alternate exits are located. (Count the doors between your room and the nearest exit; this could be a lifesaver if you have to crawl through a smoke-filled corridor.)

APPENDIX F: WHAT TO BRING

Toiletry Articles:

Highly recommended

Medicine - anti-sedating antihistamine, ibuprofen, motion sickness medication, prescription medications in original packaging, anti-diarrhea, analgesics, CIPRO or other broad-spectrum antibiotics for treatment of bacterial diarrhea infections

- Glasses/contact lenses (extra pair and sun)
- Hand shaver and blade
- Toothpaste, toothbrushes (2), floss, dental tape
- Deodorant
- Body Soap (in plastic case)
- Shampoo (little bottles)
- Tampons/pads (if applicable)
- Q-tips, cotton swabs, etc.
- Eye solution, contact lens cleaner and case (if applicable)
- Sun block (SPF 15 or higher)
- Malaria prophylaxis, if necessary
- Insect repellent

To Consider

- Portable Shaver
- Kleenex and toilet paper
- Extra comb
- Bottle of iodine tablets (for water)
- Skin moisturizer, lip balm/Vaseline

Handy Items:

Highly Recommended

- Watch (water resistant and durable)
- Small screwdriver for glasses
- Sewing kit
- Converters, plug adaptors
- Flashlight
- Locks/keys (for suitcase and door)
- Towel/washcloth
- Water bottle
- Books!!
- Ipod or other portable music player

- Batteries for camera
- Travel Guidebook (Lonely Planet, Rough Guide, etc.)

To Consider

- Nail clipper
- Inflatable neck pillow for the plane
- Eyeshade for the plane
- Swiss army knife or the equivalent (don't keep in hand luggage!)
- Calculator
- Candles, wooden matches/lighter
- Deck of cards, small games
- Book light
- Hand-held fan
- Travel Alarm Clock

Travel Materials:

Required

- Ticket
- Passport and visa
- Names, numbers and contact information
- Immunization record
- Extra passport photos (some countries may require these for processing)
- Fanny pack/Pouch that can be worn underneath clothing to store documents, money, etc.
- COPIES OF ALL DOCUMENTS

Money:

Highly Recommended

- Cash
- ATM Card
- Traveler's Checks are not recommended - they are difficult to change, and many countries may charge up to 20% service fee
- Small bills for cabs
- Credit Card (Visa, MasterCard, or American Express)

APPENDIX F - Continued

Wallet:

Required

- Driver's License
- Another form of picture ID
- Phone numbers card
- Credit Cards/ATM Cards (Make copies of all cards and leave them with a family member or friend)

Don't carry wallet in your back pocket!!

Clothes:

Highly Recommended

- Shoes (comfortable, walking, good support, breathable)
- Socks (about a week's worth)
- Underwear (about a week's worth)
- Handkerchief/scarf
- Hat
- Sweater/sweatshirt/pullover (for cool weather)
- Rubber or plastic thongs (for showers and walking in the hotel room)

Men:

- At least one pair slacks with tie and jacket
- Khaki or blue pants
- Short-sleeve button down (warm climate), long-sleeve shirt

Women:

- Long skirt
- Minimum jewelry, not flashier expensive type
- Comfortable pants; consider more skirts in a predominantly Muslim country
- Blouses, tops in conservative colors

Cotton clothes are usually most breathable and comfortable in warmer climates!

Luggage:

- NASTAD will bring a laptop computer; with adaptors, cords, disks, etc
- Don't bring a computer case; if possible use a bag with a computer sleeve

Food:

- Any small snacks or favorites you cannot do without!

Gifts:

- Candy, pens, calendars, calculators, anything that has your city name on it (not a must, but great PR!!)

Camera:

- Small camera, if desired (digital is recommended as it is simpler in use)

Office Materials:

- Background material from the office
- Bound notebook for note taking

APPENDIX G: OTHER PREVENTIVE MEASURES

The Department of State recommends the following precautionary measures:

- Carry a copy of prescriptions and an ample supply of any prescription medications, in original containers, if possible.
- Bring an extra set of eyeglasses or contact lenses. Carrying your prescription with you will expedite the procurement of replacements, should they become necessary.
- Carry an international vaccination record that certifies appropriate inoculations (e.g. yellow WHO card).
- While traveling, eat moderately and drink plenty of water to avoid dehydration.
- During your flight, stretch and/or walk through the aisles every 1-2 hours to avoid circulatory problems and jet lag.
- Sleep as much as possible during your flight.
- If possible, before you travel, make an effort to adjust your sleep patterns.
- Wear comfortable footwear, following the rule, “too big is better than too small”.
- While abroad, avoid drinking tap water; it is safest to buy bottled water, or use boiled or disinfected/filtered water.
- Wear long-sleeved tops and long trousers/skirts as they tend to help avoid bug bites.

Detailed health information is included in *Health Information for International Travel*, available from the U.S. Government Printing Office for \$20, from your local health department or physician or by contacting the Centers for Disease Control and Prevention (telephone 1-877-FYI-TRIP [1-877-394-8747], toll-free autofax: 1-888-CDC-FAXX [1-888-232-3299], or Internet: <http://www.cdc.gov>). Other sources for information include:

- The World Health Organization – www.who.int/emc
- African Medical & Research Foundation – www.amref.org
- MASTA (Minding Your Health Abroad) – www.masta.org
- Medical College of Wisconsin Travelers Clinic – www.intmed.mcw/travel.html
- Travel Health Information Service – www.travelhealth.com
- Travelers Medical and Vaccination Centre – www.tmvc.com.au/info.html

II.D. Other Considerations

- Always carry your itinerary and a copy of your passport with you.
- Keep a copy of the front page of your passport, country visa, and immunization records separate from the originals, especially for in-country travel.
- Consider purchasing items to ensure personal safety and security, such as TSA luggage locks, door locks, money belts, matches, candles, etc. *These items are NOT reimbursable by NASTAD.*
- If traveling with Global staff, they will also have a copy of your passport, itinerary and other pertinent documents.

Please visit www.NASTAD.org for a hand one-page form to help with this.

APPENDIX H: Pre & Post Departure Checklist

Pre-Departure Checklist

This checklist is intended to be a tool to facilitate pre-departure coordination between the TA Provider and the Global staff, as well as ease your (the TA provider) pre-departure planning. Please contact the designated Global staff if you have any questions or concerns about completing the following action items.

- Have I learned as much as I can about the country and my partnering agencies?

Passport and Visa

- Is my passport current and in accordance with country regulations?
- Have I submitted my visa application, if required, to my Global staff?
- Have I received a visa, if required (single vs. multiple-entry, business vs. tourist)?
- Do I have at least 4 extra copies of my passport photo?

Medical

- Have I visited my doctor *at least 3 weeks* before departure?
- Have I received all immunizations necessary for safety and travel in country?
- Do I have prescriptions for any medication I will be taking while traveling?
- Do I have a copy of my International Certificate of Vaccination
- Do I have valid health insurance that will provide coverage overseas?
- Do I have an updated immunization history?
- Do I have an extra pair of glasses/contact lenses and/or the prescription?
- Do I have necessary medication in the original packaging?
- Have I started taking malaria prophylaxis 1 week prior to departure (if necessary)?

Travel Arrangements

- Has my travel itinerary been coordinated with that of other TA providers and NASTAD staff through the Global staff?
- Has my airline ticket been purchased by the Global staff?
- Have my hotel reservations been made by the Global staff?
- Have I confirmed hotel reservations (in some cases, it may need to be confirmed multiple times - talk to the Global staff)?
- Have I confirmed my itinerary with my Global staff?
- Have I received a copy of my Traveler Information Sheet from Global staff (information should be shared with my emergency contact persons)?

APPENDIX H - Continued

- Have I received my ACE USA Travel Protection Card that covers travel insurance and emergency medical evacuation?
- Have I received my TA Provider Travel Information and cash advance from the NASTAD Global office?
- Have I obtained traveler's checks and/or other money to be used in country?

Packing

- Have I packed appropriate clothing, footwear, and toiletries (please refer to Travel Tips included in the travel packet)?
- Have I packed other items that may be necessary for travel overseas, such as insect repellent, sun block, voltage converter, flashlight, batteries, water bottle, etc. (please refer to Travel Tips included in the travel packet)?
- Have I packed items that will help to ensure my safety and security, such as luggage locks, money belt, combination locks, candles, matches, etc. (please refer to Travel Tips included in the travel packet)?

Post-Trip Checklist

This checklist is a tool to facilitate post-trip coordination between the NASTAD Global Program Provider and the Global staff/NASTAD GAP staff. Please refer to the International Travel Policy packet or contact the designated Global staff if you have any questions or concerns about completing the following action items.

- Have I completed and submitted my *Travel Expense Report Form* to my Global staff within ten business days after the conclusion of my consultancy?
- Have I attached **original receipts** for all officially incurred expenses? (Have I kept copies for my records?)
- Have I included currency exchange rates for in-country costs?
- Have I included ticket stubs/passenger receipts?
- Have I submitted the signed original Consultant Fee Request Form, if necessary, to my Global staff within ten business days after the conclusion of my consultancy?
- Have I submitted a completed trip report to my Global staff within ten business days after the conclusion of my consultancy?
- Have I discussed methods for on-going communication and TA with in-country contacts and partners with my Global staff?
- If available, have I submitted photographs of my trip (with partners, in-country contacts, NASTAD GAP staff) to be displayed in the NASTAD office and/or to be used to promote the Global Program?

APPENDIX I: Trip Report

Cover Page

GLOBAL AIDS PROGRAM
TA Trip Report
Country
Month Year
Contributing Authors

Table of Content

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• Notes Relevant to TA Activities	
• Additional Comments	
• Next Steps	
• Conclusions	
IV. Appendices	#
• Appendix A:	
• Appendix B:	

I. Acronym List

ACRONYM	What it stands for
CDC	U.S. Centers for Disease Control and Prevention
NASTAD	National Alliance of State & Territorial AIDS Directors

II. Executive Summary

TA Provider Name:
Staff Name(s):
Destination:
Trip Dates:
Purpose of Trip:
Bullet Form
Principle Persons Met:
Bullet Form
Activities Undertaken / Topics Discussed:

Bullet Form

Trip Outcome:

Paragraph form.

Next Steps:

Paragraph form.

III. [Name of Country] [Month Year of Trip] Trip Report

Chronological Description of Meetings

Date

List of people we met with)

Brief history of organization or person. Any background information not included in past trip reports that needs to be stated. Summary of meeting in paragraph form.

TA Activity

Date

Brief description of TA activity. Include any observations, including notable persons or something that made, or would have made, the activity better. Place specific content (e.g., agendas, presentations, work-plans, etc) in appendices and only make reference to them here.

Monitoring information:

of participants in TA activity

names and geographic locations of agencies participants represent

Additional Comments

This section is for comments not directly related to TA sessions. Examples include: programmatic activity, clarifications, lessons learned in-country, critical questions, cultural observations, logistical notations, for future consideration, specifics on in-country programs, organizational layouts, work already being done, collaborations, internal NASTAD issues

Next Steps and Future Trip Goals

Summarize recommended next steps, planned activities, meetings, and work to be done in bullet form.

IV. Appendices

Resource Documents:

Include itineraries, agendas, presentations, timelines, diagrams, etc...

#

Background Information:

Any NASTAD, CDC, or other organizations' documents as background information #

Appendix A - Title of Document



APPENDIX J: WEBSITE RESOURCE LIST

U.S. Government

- USAID Home Page www.info.usaid.gov
 - Humanitarian Response www.info.usaid.gov/hum_response
- OFDA Home Page www.info.usaid.gov/ofda
 - Field Operations Guide www.info.usaid.gov/ofda/fog.htm
- US State Department
 - Policy - Population, Refugees and Migration www.state.gov/www/global/prm/index.html
 - U.S. State Dept. Travel Warnings www.travel.state.gov/travel_warnings.html
www.stolaf.edu/network/travel-advisories.html
 - Office of Global AIDS Coordinator www.state.gov/s/gac/
- CDC Home Page www.cdc.org
- Federal Emergency Management Agency (FEMA) www.fema.gov
- U.S. Information Service - Geneva www3.itu.int/MISSIONS/US
- Census Bureau www.census.gov

U.S. NGOs

- International Service Agencies www.charity.org
- American Red Cross www.redcross.org
- CARE - US www.care.org
- Catholic Relief Services www.catholicrelief-crs.org
- Doctors Without Borders (US) www.dwb.org
- International Medical Corps www.imc-la.com
- International Rescue Committee www.intrescom.org
- Lutheran World Relief www.lwr.org
- Save the Children - US www.savethechildren.org
- U.S. Committee for Refugees www.irsa-uscr.org/uscr
- World Vision www.worldvision.org

APPENDIX J- Continued

Humanitarian Emergencies and Disasters

U.N. Agencies

- UNAIDS www.unaids.org
- U.N. System www.unsystem.org
- UNHCR
 - Home Page www.unhcr.org
 - Newswire www.unhcr.ch/news/newswire/newswire.htm
- UNICEF www.unicef.org
- WHO www.who.int/en/
- PAHO
 - Home Page www.paho.org
 - Disaster/
Humanitarian Assistance www.paho.org/english/disaster.htm
- FAO, Economic and Social Department - Food and Nutrition
www.fao.org/waicent/faoinfo/economic/esn/nutri.htm

- World Bank www.worldbank.org
- UNHCHR www.unhchr.ch
- UNFPA www.unfpa.org

Foreign/International Organizations

- Médecins sans Frontières www.msf.org
- Oxfam U.K. and Ireland www.oneworld.org/oxfam
- ICRC www.icrc.ch
- IFRC www.ifrc.org

News Media

- Economist www.economist.com
- MMWR www.cdc.gov/mmwr
- BBC www.bbc.co.uk
- CNN www.cnn.com

Travel Organizations

- Lonely Planet Travel Guide www.lonelyplanet.com
- The World Travel Guide www.wtgonline.com
- Universal Currency Converter www.oanda.com
- International Time/Date Map www.timeanddate.com
- International Telephone Codes www.studyabroad.com/telcodes.html

WORLD Political Map



