

PRE-TRIP ORIENTATION CHECKLIST

This checklist should be used to identify and discuss any potential issues prior to domestic or international travel to establish realistic expectations and a smooth transition to the field environment for all involved with the trip. For international and University requirements go to <https://finance.temple.edu/?q=travel-resources>.

- ☐ Accommodations and transportation
- ☐ Clothing, gear, and other materials that should be packed
 - Items that should not be packed
 - Items are available or unavailable for purchase for the duration of the trip
- ☐ Field location conditions
- ☐ Field site rules and expectations-Including rules for “off” hours
- ☐ Pre-departure errands
 - University deadlines and communications
 - Personal financial arrangements (taxes, bill pay, notification of travel, etc.)
 - Recommended academic preparation
- ☐ Money
 - Source (university credit line, personal credit line, cash, traveler’s checks, etc.)
 - Identification of ATM and banking availability
 - Credit Card use/availability
- ☐ Passport and visa requirements (for international travels)
- ☐ How to avoid and manage potential travel mishaps (cancelled flight, missing bags, etc.)
- ☐ Major cultural customs (for international travels)
 - Nonverbal behavior (eye contact, gestures, touching, personal space, etc.)
 - Dress
 - Concerns regarding gender, ethnicity, religion, sexual orientation, and disabilities
 - Food/drink rituals/Taboo subjects/behavior
 - Tactics to avoid a cultural misunderstanding
- ☐ Local Laws
 - Departures from Philadelphia or U.S. law (e.g., gun permits, alcohol purchases.)
 - Means of reporting emergencies
 - Documentation restrictions (e.g., Always have permits/identification/)
 - Driving rules and requirements
- ☐ If foreign language is a concern, common phrases researchers should know (for international travels)