**Field research in overseas locations**

Please read these instructions carefully at least one month prior to travel. Some immunizations require a full month to be fully protective. Some countries require visas, and this may also entail long lead time.

Working in the (social) sciences often requires travel overseas, and occasionally to areas of high risk. Even countries in Europe may experience increased risk. The University of California provides travel insurance and risk management to protect the health, safety and security of faculty, students and staff. If you are travelling overseas to conduct research, then you are travelling on official university business. This is due to your status as a student, and does not require that your work be funded by the university.

It is important that you be aware of the resources available to you and that you **register your travel in advance with the university**. The university actively monitors its overseas travelers and will take proactive action if you are caught in a area that experiences heightened risk, whether due to terrorist activitiy or a natural disaster.

It is also important that your faculty superviser have information about your travel and about whom to contact in case of emergency.

If you are travelling to a high risk environment, additional procedures need to be in place, which you must determine in advance in consultation with your faculty supervisor.

***Information to be provided to the university prior to travel:***

Read the following for university information about medical and emergency resources available to overseas student travellers: <http://ieo.ucla.edu/sites/ieo/files/pdf/HealthInsuranceFAQ.pdf>.

If your flights are booked through UCLA travel, your travel is registered automatically. If not, you must register manually. Registering your travel allows the university to know where you are and how to contact you in the event of an emergency where you are located. Register your travel through the appropriate link at: <https://www.irm.ucla.edu/travel-insurance/travel-insurance-benefits>.

Upon registration, you will be given an emergency travel card with phone numbers and other contact information. You should print this out and keep it in your wallet while travelling.

The university provides guidance regarding travel with electronic devices, including laptop computers. Please review the material at the following site: <http://ora.research.ucla.edu/RPC/Documents/Traveling_with_a_Laptop_or_Other_Electronic_Device.pdf> and register your device(-s) as “Tools of the Trade” as appropriate.

***Information to be provided to your supervisor prior to travel:***

Fill out the forms at the end of this document and give them to your supervisor, or fill out on line at: [URL to be provided].

***Additional procedures in high risk areas:***

If you are travelling to an area that you and your superviser deem risky, additional procedures must be in place. You will send a message each day to your PI at a pre-arranged time; this might be a photograph of your dinner or anything else you choose that verifies you are safe and well. Decide in advance how you will send your daily message. An app that operates on Wifi is superior to email. One possibility is What’s App. You should test this with your supervisor prior to departure.

If your superviser does not hear from within a certain pre-determined time frame (e.g. three hours), she will seek to contact you. If there is no response, she will contact the UCLA Office of Insurance and Risk Management, which will also seek to make contact with you to guarantee your safety.

***Medical supplies to carry with you:***

Carry your health insurance card and your immunization records with you. In addition, theCDC recommends the following for overseas travel:

* *Backups of any medications you require (carry prescription medications in your hand luggage)*
* *Copies of any prescriptions you require*
* *Medicines to prevent malaria, if relevant*
* *Antibiotic prescribed by your doctor for self-treatment of moderate to severe diarrhea*
* *Antidiarrheal medication (for example, bismuth subsalicylate, loperamide)*
* *Antihistamine*
* *Decongestant, alone or in combination with antihistamine*
* *Anti-motion sickness medication*
* *Medicine for pain or fever (such as acetaminophen, aspirin, or ibuprofen)*
* *Mild laxative*
* *Cough suppressant/expectorant*
* *Cough drops*
* *Antacid*
* *Antifungal and antibacterial ointments or creams*
* *1% hydrocortisone cream*
* *Insect repellent containing DEET (30%-50%) or picaridin (up to 15%)*
* *Sunscreen (SPF 15 or greater) that has both UVA and UVB protection*
* *Antibacterial hand wipes or alcohol-based hand sanitizer containing at least 60% alcohol*
* *Lubricating eye drops*
* *Basic first-aid items (bandages, gauze, ace bandage, antiseptic, tweezers, scissors, cotton-tipped applicators)*
* *Moleskin for blisters*
* *Aloe gel for sunburns*
* *Digital thermometer*
* *Oral rehydration solution packets*

Additional items that are useful in remote locations include a water sterilization device, alcohol-based mouth wash (to rinse your toothbrush), ear plugs, eye shades, a wide-brimmed hat, and a collapsible water bottle.

**GRADUATE STUDENT TRAVEL FORM.**

**PROVIDE THIS TO YOUR SUPERVISOR PRIOR TO TRAVEL.**

**Personal data:**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Date of birth |  |
| Citizenship (note all multiple) |  |
| Passport number(-s) |  |
| Date and place of issue |  |
| Date of expiry |  |
| Phone number (cell) |  |
| Phone number home |  |
| E-mail address (personal) |  |
| E-mail address work |  |
| Contact in case of emergency (1) |  |
| Relation to student |  |
| Address |  |
| Phone number home |  |
| Phone number cell |  |
| Contact in case of emergency (2) |  |
| Relation to student |  |
| Address |  |
| Phone number home |  |
| Phone number cell |  |
| Project name |  |
| Supervisor |  |

**Travel questionnaire:**

|  |  |
| --- | --- |
| 1. Which country and area are you planning to visit? (List all) |  |
| 2. What is the travel advice according to the U.S. Department of State? See: <https://travel.state.gov/content/passports/en/alertswarnings.html>. |  |
| 3. What are you going to do in this area? |  |
| 4. Have you obtained a visa or verified that a visa is not necessary? |  |
| 5. Will you register at your destination with the U.S. (or other) Consulate or Embassy? Do you know how and where to do this? |  |
| 6. What are your planned travel dates (inclusive)? |  |
| 7. What is your travel itinerary?  (flight from/to, other means of transport, what areas; be as specific as possible) |  |
| 8. What will you do to reschedule travel if it is disrupted? Who is your travel planner? |  |
| 9. Risk analysis  Make a brief risk analysis and answer the following. What are the risks:   * for you * for your research * for respondents or local research assistants * what measures have you taken to reduce risks?   Include details:   * do you (already) have contacts with a local or international organisation in the area? (contact details) * do you have a local contact who will know where you are much of the time? (contact details) * will someone pick you up from the airport? (contact details) If not, how will you get to your destination? * what is your evacuation plan? * how will you back up your research data? |  |
| 10. What are the options in case of unforeseen financial problems or needs? How will you obtain cash or other financial access? |  |
| 11. What is the health advice according to the Centers for Disease Control and Prevention? See: <http://wwwnc.cdc.gov/travel>. |  |
| 12. Do you have all the recommended vaccinations (if yes, when)? How have you prepared yourself with regard to other health issues (malaria, other)? |  |
| 13. Whom will you call locally in case of an emergency? |  |
| 14. Whom will you call outside office hours? |  |
| 15. Have you made sure your cell phone plan allows your phone to operate at your destination? Can you unlock your phone and insert a new SIM card when you get to your destination? Are you informed about local mobile service? |  |
| 16. Do you have a portable charger to keep your cell phone operational at all times? Do you have a backup battery? |  |
| 17. How often will you contact your supervisor and in what way? Agree upon the frequency of updates and procedures.  What will you do in case you cannot reach your supervisor or your supervisor cannot reach you? |  |