Trip Leader Pre-Departure Responsibilities

- Background documentation [http://www.luc.edu/oip/](http://www.luc.edu/oip/) click on Travel Center (bottom right of page)
  - Review Loyola Travel Policy and Review Loyola Travel Tips
  - Review Country information: travel.state.gov and health information on cdc.gov
  - Collect the following from your participants: 1) Illegal drug affidavit; 2) Risk and Release form; 3) Study abroad medical form; 4) copy of the identity page of passport, and 5) copy of visa (if needed for travel). All forms on [http://www.luc.edu/oip/](http://www.luc.edu/oip/)
  - TAKE with you on trip: medical form, passport and visa copies for each participant. Medical form has emergency contact info
  - Make sure all of your participants have purchased CISI health insurance
  - OIP MUST get a trip itinerary that includes your contact info and a local contact number. Email it to rmax@luc.edu
  - Complete program leader training
  - Schedule health and safety orientation for group participants with OIP. OIP emergency cards will be passed out then