

**UNC and Gillings School of Global Public Health
policies and procedures for international travel**

as communicated by

Julie MacMillan, Managing Director, Research, Innovation and Global Solutions

Dear students, faculty members and staff:

I am writing to remind you of UNC and Gillings School of Global Public Health policies and procedures for international travel. Many of you are global travelers, and that's a good thing for public health. Your safety and security are very important, though, which is why **these requirements must be fulfilled prior to initiating any international travel.**

Failure to follow these policies and procedures could place you at financial risk for non-reimbursement of UNC-sponsored travel expenses, medical evacuation costs or academic credit forfeiture.

Requirements for ALL students, staff and faculty members on UNC-sponsored travel:

1. Review [UNC-Chapel Hill Travel Policy](#).
2. Review [U.S. State Department Warnings](#) to determine the risk status in country where you intend to travel.
3. Submit your itinerary to the [UNC Global Travel Registry](#).
Please indicate that your trip affiliation is with "Gillings School of Global Public Health."
4. Enroll in the UNC-sponsored [Accident and Sickness Study Abroad and Medical Evacuation](#) insurance program. **To enroll and learn about coverage and cost, contact Janet Hoernke** at janet_hoernke@unc.edu or (919) 962-6681.
5. **STUDENTS ONLY:** Complete and sign a [General Travel Waiver](#) and **submit original** to Naya Villarreal in Research, Innovation and Global Solutions, 104 Rosenau Hall.

If you have any questions or concerns, please contact Naya Villarreal, MPH, program coordinator in Research, Innovation and Global Solutions, at nayavill@email.unc.edu or (919) 843-5491.

Safe travels!



Julie MacMillan
Managing Director
Research, Innovation and Global Solutions