

## Faculty Pre-Departure Checklist

- After speaking with your department about your intent to travel, contact the Center for Global Health Guatemala Project Specialist **Cristina Del Hoyo** ([cristina.delhoyo@ucdenver.edu](mailto:cristina.delhoyo@ucdenver.edu)) for confirmation of availability and to discuss Center for Global Health pre-departure procedures.

Create and submit an *International Travel Request* to your department approver via Concur. If you are traveling on behalf of a project housed in the Center for Global Health, you can assign Cristina as a Concur Travel Delegate and she can create the International Travel Request to your department on your behalf.

- Once your International Travel Request has been approved you can start looking into flights. Most faculty purchase through Christopherson Business Travel, a travel agency that works with the University of Colorado Concur System. You can contact Jim Lee ([jim.lee@cbtravel.com](mailto:jim.lee@cbtravel.com)) to look into flights options. If your flight is being covered by a grant housed in the Center for Global Health, the Guatemala Project Specialist can work directly with the travel agency on your behalf.
- Ensure that your passport is valid for at least 6 months after your intended return date.

Print a copy of your passport to have on you at all times during your travels.

- If you purchased your flights through Christopherson Business Travel, you will be auto-enrolled in the University's GeoBlue International Medical Evacuation Insurance, be sure to print a copy of your [policy card](#) to take with you. If you purchased your flights elsewhere you are still covered by GeoBlue as a university employee, you will just need to go through the enrollment process. You can read more about how to enroll [here](#).
- Once you have your exact travel dates confirmed you must start the process to obtain a temporary Guatemalan medical license, required to administer patient care during your rotation. Please work with Cristina to submit all of the required documents, you will need a notarized copy of your medical school diploma, valid medical license and highest level of board certification of the specialty you will be practicing. The processing fee for the license is \$66.00, which can be paid via check made out to the *University of Colorado Foundation* and turned in to Cristina at the Center for Global Health. ***This process takes a minimum of 6 weeks to complete.***
- In the months prior to your departure we recommend you visit a travel doctor/clinic to receive all necessary vaccinations and medications, you may refer to [CDC guidelines](#) for specific regional recommendations.
- You ***must*** read through this Guatemala Trifinio Project Faculty Handbook and submit a signed handbook attestation to the Guatemala Project Specialist prior to departure.