Correspondence #4

Hello,

Please find below important information about the attached forms that must be submitted to the Moodle travel site (insert link) by (**INSERT DATE**).

**TO DOs:**

**By (Insert date), please:**

* Submit your signed Student Emergency Contact form and Roles and Responsibilities reminder, witnessed by a friend, family member or spouse.
* Your passport – to be stored in a secure location at RRU and used for emergency information only.
* Please revise/re submit any new itinerary if you have any flight changes.
* Forward your cell phone number you will be using while travelling.
* Make arrangements with your bank for appropriate currency denominations (Country of destination)
	+ Insert costs per day information

**REMINDERS:**

**Travel and Medical Insurance**

* Ensure you have appropriate travel and medical insurance.
* Advise cell phone companies, banks and your medical insurance supplier that you will be travelling to (Insert destination) and your travel dates.
* Travel emergencies
	+ Ensure you have an easily accessible bank account with enough funds to purchase a return ticket if needed as travel insurance may not be automatic in this location.
	+ Always carry your insurance policy information and the International SOS information.
* Register with Canadians Abroad: <https://travel.gc.ca/travelling/registration>
	+ Free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home.
	+ Enables you to receive important information before or during a natural disaster or civil unrest.
	+ Your collected personal information is confidential and is used in accordance with the provisions of the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/p-21/)**:** <https://travel.gc.ca/travelling/registration>
	+ Note: this registration does not cover the same services as RRU’s International SOS policy.
* RRU group leaders will have level 1 (basic) first aid and small first aid kits.

**Vaccinations**

* (Insert any health travel advisories from: <https://wwwnc.cdc.gov/travel/> )
* Visit a travel clinic or contact International SOS as soon as possible to ensure your vaccinations and immunizations comply with your insurance coverage.

**LEARNING & TRAVELLING in (Insert travel destination):**

**Learning Platform or Tool**

* Padlet example:<https://padlet.com/ctetrru/xmebhiupd99p>
* Moodle
* Other tool

**Transportation:**

All of our transportation needs will be provided by (Insert any relevant information or links)

**Packing:**

(Insert any luggage restriction information, or country restrictions on goods)