

Pre-Trip Orientation Checklist

Objective:

To identify and discuss any potential issues prior to domestic travel in order to establish realistic expectations and a smooth transition to the field environment for all involved with the trip. For international and University requirements go to global.umich.edu.

- ☐ Logistics and itinerary
- ☐ Accommodations and transportation
- ☐ Clothing, gear, and other materials that should be packed
 - Items that should not be packed
 - Items are available or unavailable for purchase for the duration of the trip
- ☐ Field location conditions
- ☐ Field site rules and expectations of conduct during travel
- ☐ Rules for "off" hours
- ☐ Pre-departure errands
 - University deadlines and communications
 - Personal financial arrangements (taxes, bill pay, notification of travel, etc.)
 - Recommended academic preparation
- ☐ Money
 - Source (university credit line, personal credit line, cash, traveler's checks, etc.)
 - Identification of ATM and banking availability
 - Credit card use/availability
 - Payment/per diem for hired staff
- ☐ Passport and visa requirements (for international students)
- ☐ How to avoid and manage potential travel mishaps (cancelled flight, missing bags, etc.)
- ☐ Situations that may contribute to culture shock
- ☐ Major cultural customs
 - Nonverbal behavior (eye contact, gestures, touching, personal space, etc.)
 - Dress
 - Concerns regarding gender, ethnicity, religion, sexual orientation, and disabilities
 - Food/drink rituals
 - Taboo subjects/behavior
 - Tactics to avoid cultural misunderstandings
- ☐ Local laws
 - Departures from U.S. law (e.g., gun permits, alcohol purchases.)
 - Means of reporting emergencies
 - Documentation restrictions (e.g., Will researchers need to have permits/identification at all times?)
 - Driving rules and requirements
- ☐ If foreign language is a concern, common phrases researchers should know