

TRAVELER CHECKLIST LOS ANGELES



**POST ACCEPTANCE | COMMITTED TRAVELERS
THREE MONTHS PRIOR TO DEPARTURE | DURING YOUR TRIP
AFTER YOUR TRIP & DEBRIEF**



LET'S GET READY TO TRAVEL

We are so excited you have decided to travel with LU Send! Below, you will find a detailed checklist to walk you through each step of your LU Send trip experience! These checklists will help you meet deadlines and prepare for your upcoming travels.

Please note that there may be additional or modified tasks for your specific trip, which will be communicated to you by your trip leader or trip coordinator.



QUESTIONS + INFORMATION

If you have any questions while completing your traveler checklists, please contact the LU Send Office:

Green Hall – 2nd Floor – Room GH 2510
LUSend@liberty.edu
(434) 592-6455



POST-ACCEPTANCE

The items on this list must be completed within two weeks of acceptance. Once you have completed all tasks in this checklist, your status will move from Accepted to Committed.

- Pay your non-refundable deposit - \$350
- Pay for your CQ Assessment - \$29
 - The assessment will be sent out by the Cultural Intelligence Center three months before departure.
 - Travelers are expected to submit a new CQ test each time they travel.
- Input all background check information.
 - EDUC, NURS, COUC, and students may be exempt from certain background checks.
- Upload a copy of your valid government ID or start the application process to obtain one or renew.
 - IDs cannot expire within six months of your trip's return date.
 - Visit travel.state.gov for more information.
 - If you are an international student, please let your Trip Coordinator know.
- Check that the academic course selection in your application is correct and that you meet the requirements for the course you intend to take.
 - LU Send works directly with the Registrar's office to register you for your course- so you do not have to register for the course yourself.



COMMITTED TRAVELERS

- Keep up with payment deadlines outlined in your payment plan, located on your trip's brochure page.
- For those who had to apply for or renew your passport. Keep your trip coordinated updated on its status and upload a copy of your new passport as soon as you receive it. LU Send needs this in order to book your airfare.
- Get to know your team! Complete your short traveler bio for the team roster.



3 MONTHS BEFORE DEPARTURE

- Attend pre-departure meetings.
 - Reach out to your trip leader for the dates, times and locations of these meetings.
- Want to watch your itinerary as it is being built out? Receive link to your trip's itinerary via Travefy.
- Find out a little bit about yourself and the country that you are traveling to. Receive link to take your CQ Assessment.
- Your Trip Coordinator will assure that you are signed up for your course credit, if applicable. Please do not sign up for your course. Once you have been added to your course, LU Send will notify you. Please be sure to complete your financial check in.
- If you are receiving CSER for your travel, please be sure to register on the CSER website. (<https://www.liberty.edu/osd/lu-serve/cser/>)



3 MONTHS BEFORE DEPARTURE

- Attend final pre-departure meeting
- Review the Language Guide and cultural information provided in your trip's Travefy.
- Review the packing guide and purchase any necessary items.
 - Pay special attention to any plug adapters you might need
- Notify your bank and credit card company of your travels
- Confirm your departure location and stateside transit plans with your Trip Coordinator.
- If applicable, get any required vaccines for your destination.
(<https://wwwnc.cdc.gov/travel/destinations/list>)
- Send a copy of your Travefy to your Emergency Contact
- While packing – keep in mind that you may purchase souvenirs. Leave some extra room so that your baggage is not overweight on your return.
- You will receive a few pre-departure emails. Please be sure to read through these to be prepared for your trip!
- If you need Excused Absence(s) for your trip, you will receive this approval document from your Trip Coordinator before the time of departure. Faculty should be aware of these excuses from the Provost office, but you can present this document to your professors if need be.

DURING YOUR TRIP

- Upload photos of your trip via the Google Photos link in your Travefy account.
- Utilize the CQ reflections provided in your Travefy itinerary

AFTER YOUR TRIP & DEBRIEF

- Attend a debrief meeting with your team
- Receive and complete your post-trip survey for a chance to win a prize
- Complete all work for your course

