



### Step-by-Step Logistics Guide

It is time to start planning your trip! Below you will find a step-by-step guide for how to navigate planning the details of your trip.

#### STEP 1: Start getting passports today! \_\_\_\_\_

All team members will need a passport to travel. This can be a lengthy process (average of 8-12 weeks) so start as soon as possible! For more info on how to apply or renew your passport go to <https://trave.state.gov> Note: Any non-U.S. citizens will need a valid passport from their home country and often require a separate visa process so be sure to check with your field missionary about visa requirements for Non-U.S. citizens.

#### STEP 2: Confirm visa requirements for your destination \_\_\_\_\_

Some destinations will require a visa to enter the country. Your missionary host is the expert on this! Check directly with your missionary host to know if your destination requires a visa, and if so, how you can get the visa. Please note this process can vary from place to place, and some countries even change this over time, so even if you've traveled internationally before, you should confirm the process to obtain a visa! Many places in the world allow U.S. Passport holders to apply online for visas, but if your destination requires a complicated process, you can also speak with your travel agent about this.

#### STEP 3: Purchase flights through an IMB-approved travel agent \_\_\_\_\_

If you do not have a travel agent, IMB recommends using STG Travel for all group flight arrangements. STG Travel has experience working with mission teams and understands the unique needs of international group travel. You can contact them directly through their website at: <https://stgtravel.com>.

Before reaching out to a travel agent, gather the information below. Confirming these details in advance will help avoid delays, added costs, or complications later in the process.

- **Arrival and Departure Dates** - Confirm your arrival and departure dates—and any required arrival times—with your missionary host *before* purchasing flights. In some locations, international travel may require multiple travel days due to distance or time zone changes. Failing to confirm these details in advance could result in additional expenses or missing parts of the trip.
- **Departure Airport** - Determine the best airport for your group to depart from. Flexibility can significantly reduce costs. In some cases, it may be more economical

to drive or take a short domestic flight to a major international hub (such as Atlanta or New York) before departing internationally.

- **Names, Birthdays, and Passport Info** – Double-check spelling of names (must match name in passport) and birthdates, as mistakes with these details can cost you time and money.

Review flight itineraries to be sure they meet the expectations of the missionaries. We also recommend you not only look for the cheapest flight but also consider layover timings (is it enough time for a group to make the connection) or split tickets that may use different airlines or even at times different airports in the same city. Booking tickets as early as you can in the process will cut down on the cost. Tickets are typically non-refundable and non-transferable.

#### **STEP 4: Enroll in IMB-approved travel emergency insurance** \_\_\_\_\_

IMB policy requires all volunteers involved in an IMB project to purchase insurance for their protection. This is helpful in the event of illness, medical evacuation, or loss of personal property. We recommend Gallagher Charitable International Insurance (<https://www.travelwithgallagher.com>) or MTA (<https://gowithmta.com>) for our packaged trips. You can use other options, but the group leader is responsible for ensuring the coverage is comparable to Gallagher or MTA. To register you will need a list of your participants, their birthdates, and the beneficiary name/relationship to enroll each person.

#### **STEP 5: Trip Payments and Finances** \_\_\_\_\_

Please note that some trips require you to pay the full amount of your trip into Go Method, while others have you bring the funds with you. This changes from location to location, given the local context. Group leaders should confirm with us to know how to best collect your funds.

#### **STEP 6: Other Travel Considerations** \_\_\_\_\_

Consider what limits you may want to put on your participants regarding luggage. Some airline tickets will cost you extra to check more than one bag or carry-on. It is helpful to know this up front. You also should consider what your travel from the airport to hotel will be like and how much room your team will have for luggage.

Also, if you have minors on your trip, consider that you may need permission to travel forms for minors – some locations require a minor under 18, traveling without their parents, to have a permission letter to travel. Ask your missionary about this.