

Traveling with Augusta University

A Short and Partial Guide

AIR TRAVEL PACKING LIST

IF YOU HAVEN'T FLOWN IN A WHILE, YOU MIGHT NOT REMEMBER WHAT YOU NEED TO BRING. USE THIS HANDY CHECKLIST TO PACK!

<input type="checkbox"/> SEAT CUSHION	<input type="checkbox"/> HOMING BEACON
<input type="checkbox"/> PARACHUTE	<input type="checkbox"/> METEORITE ANTIDOTE
<input type="checkbox"/> WING GLUE	<input type="checkbox"/> USB WING CONNECTOR
<input type="checkbox"/> AIR HORN	<input type="checkbox"/> EMERGENCY SIREN
<input type="checkbox"/> SEXTANT	<input type="checkbox"/> SPARE FLAPS
<input type="checkbox"/> NOSE PLUGS AND GOGGLES FOR PRESSURE	<input type="checkbox"/> MOUTHPIECE (PANDEMIC RESTRICTION; AIRLINES STILL PROVIDE THE TRUMPET)
<input type="checkbox"/> AIRPLANE SHOES	<input type="checkbox"/> LUGGAGE BALLAST
<input type="checkbox"/> NAVIGATION CRYSTAL	<input type="checkbox"/> FLAG (INTERNATIONAL FLIGHTS)
<input type="checkbox"/> SPARE BATTERIES IN CASE THE PLANE RUNS OUT	<input type="checkbox"/> DECOY TICKETS
<input type="checkbox"/> BIRDSEED	<input type="checkbox"/> KEYS TO THE PLANE

Figure 1: Source: <https://xkcd.com/2525/>

Before Your Travel

- Read the information at <https://my.augusta.edu/finance/controller/travel/> and fill the correct form (likely, “Multi-Day Travel” → “Travel Authorization”).
- Contact your office specialist / administrative assistant / business manager ahead of time to prepare your travel authorization.
- Make sure your travel authorization is properly filled and approved before committing to anything.

- If you are currently teaching classes, make sure you share your continuity plan for teaching to the director(s) of (under)graduate studies, possibly copying the academic program coordinator(s).
- Notify your bank, so that you will be able to use your credit card(s).
- Check the covid guidelines (*both ways*), get tested if needed: in Augusta, you can schedule your appointment at <https://ecphd.com/aumc-covidtesting/> but my current understanding is that since you are getting tested for traveling purposes, you need to call 706-721-1852.

If your are a graduate student

- There is no need to fill the [permission to be absent from campus](#). Quoting Emily Crider:

Since your travel is for academic purposes related to your AU studies, you do not need to complete the permission to be absent from campus form. This request is done through the Travel Authorization form which you will need to work with your department to complete, if you have not already done so.

If your are traveling outside the US

- Ask for an [exemption](#) to be able to use Duo outside *at least 1 business week before the travel*. If you do not receive the email confirmation from augusta@service-now.com, open an issue at <https://sn.augusta.edu/>.
- You may want to verify that you can use your phone, [this guide](#) covers all the options that you may want to explore.
- Check if you need an [adaptater plug](#) for your electrical devices.
- Of course, check the visa & passport requirements (and, if you are not a US citizen, that you will be able to re-enter the country).

During Your Travel

- Keep all your *original* receipts.

After Your Travel

Miscellaneous

- Download a [pdf version](#) of this page.
- Contact: caubert@augusta.edu
- Created with [debian](#), [pandoc](#) and [latex](#).

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