

## Qatar Travel Checklist for Visitors to CMU-Q

	CMU Pittsburgh Visitors	Non CMU Visitors
<b>Documentation Requirements</b>	Complete the International Travel Registration Form and return it to Human Resources.	Complete the International Travel Registration Form and return it to Human Resources.
	Provide a color copy of a valid passport (the expiration date may not be less than 6 months) to both the Human Resources Benefits Office at <a href="mailto:HRhelp@andrew.cmu.edu">HRhelp@andrew.cmu.edu</a> and International Finance/Qatar Travel at <a href="mailto:qartravl@andrew.cmu.edu">qartravl@andrew.cmu.edu</a> . If you are traveling on pre-employment and have family members, such as a spouse and child(ren), coming with you, you will need to provide a copy of the passports for each traveler.	Provide a color copy of a valid passport (the expiration date may not be less than 6 months) to both the Human Resources Benefits Office at <a href="mailto:HRhelp@andrew.cmu.edu">HRhelp@andrew.cmu.edu</a> and International Finance/Qatar Travel at <a href="mailto:qartravl@andrew.cmu.edu">qartravl@andrew.cmu.edu</a> . If you are traveling on pre-employment and have family members, such as a spouse and child(ren), coming with you, you will need to provide a copy of the passports for each traveler.
	If you (and/or your spouse) plan to drive in Qatar, you (and/or your spouse) should obtain an International Driver's License at a local AAA office. To locate an AAA near you, you can visit the following website: <a href="http://www.aaa.com">www.aaa.com</a> . In addition to the International Driver's License, you (and/or your spouse) should also bring your current state/country driver's license with you to Qatar.	If you (and/or your spouse) plan to drive in Qatar, you (and/or your spouse) should obtain an International Driver's License at a local AAA office. To locate an AAA near you, you can visit the following website: <a href="http://www.aaa.com">www.aaa.com</a> . In addition to the International Driver's License, you (and/or your spouse) should also bring your current state/country driver's license with you to Qatar.
<b>Insurance Coverage</b>	Prior to your trip, please contact the Benefits Office at <a href="mailto:HRhelp@andrew.cmu.edu">HRhelp@andrew.cmu.edu</a> or 412-268-4747 to inform them of your dates of travel. Get an Aetna Global Benefits World Traveler card to obtain free, wrap-around international travel health insurance benefits during your trip.	CMU does not cover Personal Accident Insurance of visitors. You may want to contact your health insurance provider and check your coverage if it includes Qatar.
<b>Travel Arrangement (flight, hotel, ground transportation)</b>	Contact Krystal Gula at <a href="mailto:qartravl@andrew.cmu.edu">qartravl@andrew.cmu.edu</a> to arrange your flight to Qatar from the USA.	Contact your sponsor's Administrative Assistant to arrange your flight to Qatar from any other international location. If you are travelling on pre-employment trip, contact Renee Barcelona at <a href="mailto:barcelon@qatar.cmu.edu">barcelon@qatar.cmu.edu</a> to arrange your flight
<b>Banking</b>	Contact your bank and credit card companies. Inform them that you are traveling to Qatar and advise them to authorize transactions for this region. You can also check on wire transfer options with your bank prior to arriving in Qatar.	Contact your bank and credit card companies. Inform them that you are traveling to Qatar and advise them to authorize transactions for this region. You can also check on wire transfer options with your bank prior to arriving in Qatar.