

Albany Presbytery Travel Policies

1. Trip Participants
 - a. All trip participants are required to have on file 10 days before the trip at the Presbytery Office:
 - i. Proof of insurance which includes: medical, evacuation and trip cancellation/change coverage. Albany Presbytery is not responsible for additional costs that are incurred as a result of participation in trips which is why trip insurance is required of all trip participants. Your local/personal insurance agent can assist you with such insurance. *Note: For those who are participants in the BOP international medical/evacuation insurance is already a part of your plan, however trip insurance is **not**.*
 - ii. Copy of passport (if international) and/or domestic ID (passports cannot be within 6 months of expiration for international trips, the trip leader is to check this)
 - iii. Copies of health and dental insurance cards
 - iv. Release forms (leaders and participants)
 - v. Trip registration form.
2. Youth
 - a. Photo and video release
 - b. Parent release form
 - c. Trip registration form
3. Trip Leaders
 - a. All leaders are required to complete and pass the Presbytery background check. This is done through the trip leader and the Administrative Assistant of the Presbytery. The Presbytery assumes all costs for these background checks. Background checks have a two-year limitation before needing to be repeated.
 - b. Valid NY State driver's license and insurance card.
 - c. To be completed 60 days before the start of the trip.
 - d. Trip registration form.
 - e. All trip leaders are required to carry copies of all trip related forms on all trip participants with them at all times.
 - f. It is the policy of the Presbytery that trip leaders take every opportunity to allow local hosts on international trips to coordinate transportation and drivers. In the event that vehicle rentals and international driving is required of trip leaders, the trip leader is responsible to consult with the Presbytery insurance carrier and to include any requirements of our current insurance policy for additional international insurance pertaining into the overall trip cost and to purchase this additional international insurance at the direction of the Albany Presbytery insurance carrier.
4. Emergency Plan

- a. The trip leader is responsible for developing a list of all emergency contacts for the trip and to place this list on file at the Presbytery office 10 days prior to the trip:
 - i. Trip leaders
 - ii. Presbytery emergency contact
 - iii. Local emergency contacts
 - iv. Contact for US Embassy in country including the 24-hr emergency line. (if international)
 - v. Copies of trip registration forms, including medical and insurance information.
- b. A representative of the Presbytery is “on call” during the trip as the local emergency contact. This is to be a member of staff of Albany Presbytery and secured by the trip leader.
- c. Copies of all trip documents are in the Presbytery office during the trip and available to the Presbytery representative. It is the responsibility of the trip leader to ensure that all trip documents are secured at the Presbytery office 10 days prior to the trip.
- d. If the trip is international, it is the responsibility of the trip leader to register all trip participants with the United States Embassy in the local country and to provide a copy of that registration to the Presbytery office 10 days prior to the trip. Registration is available at www.state.gov at each Embassy page.
- e. All trip participants are provided with an emergency bag that they are to carry with them at all times on international trips:
 - i. Local cash in the amount of USD \$20
 - ii. Contact information, directions to the US Embassy, including the 24-hr Emergency Line
 - iii. Local Emergency Contact Information
 - iv. Name and Contact of Albany Presbytery Emergency Contact
 - v. Back of the card to state their name, their address in the United States and the intent for their trip (for identification purposes)
 - vi. Copy of their US passport