

AMERICAN INTERNATIONAL HEALTH ALLIANCE, INC.

TRIP CHECK LIST: TRAVEL TO US FROM NIS/CEE	
Partnership:	Exchange No:
	No of Travelers:
Destination: <i>(city and country)</i>	Start Date:
	End Date

More than 45 Days Prior to Travel

- Partnership Representatives in the US and NIS/CEE discuss and resolve trip participants and dates of travel. US Partnership Representative solicits full names, titles, birth dates and passport numbers, and sends Letter of Invitation.
- US Partnership Representative completes Exchange Information Forms (AIHA) and Travel Data Forms (Omega) on behalf of NIS/CEE travelers.

45 Days Prior to Travel:

- Exchange Information Forms submitted to AIHA
- Request for Sub-Agreement Advance to Partnership Institution submitted to AIHA if additional funds are required for travel.
- NIS Partnership Representative has sent all visa materials to AIHA Regional Office.

Four Weeks Prior to Travel:

- Travel Data Forms submitted to Omega World Travel
- Local Transportation arranged
- Local and in-transit accommodations arranged
- Local Interpreters arranged

21 14 Days Prior to Travel:

- Itinerary approved by NIS Partnership Representative
- Request for Excess Baggage Pre-Payment submitted to Omega
- Request for Advance of Funds to Omega received, approved and returned
- Tickets pre-paid or sent to NIS/CEE regional office
- US Partnership Representative maintains file with all above forms and cost information for tax records

During Trip:

- Input received from NIS travelers and US colleagues for trip report
- NIS travelers complete and sign US tax forms

No Later than Thirty Days after the End of Travel:

- Trip Report compiled, submitted to AIHA, filed with other trip documents
- Non-Omega travel expenses reported in Monthly Financial Report