

# The Cloud

When traveling, all important information should be saved in one location for you or others to gain access when needed. This checklist provides a list of all information that should be saved in "the cloud" such as Dropbox, Google Docs, etc. and sent to a contact in your department and to your emergency contacts.

Complete and Upload the [Emergency Contacts Form](#)

**Upload Arrival and Departure Flight Information**

*Communicate with contacts how you will be contacting them once you arrive in the country.*

Complete and Upload the [Travel Information Form](#)

Complete and Upload the [Medical Information Form](#)

*Include this upload in your travel insurance policy and photocopy of your immunization records. Also upload a copy of this form to be completed in the native language of the country.*

**Upload Copy of:**

<i>Passport</i>	<i>Prescriptions</i>	<i>Items in Wallet</i>	<i>UF TEAMASSIST Card</i>
<i>Credit Cards</i>	<i>Driver's License</i>	<i>Power of Attorney</i>	<i>STEP Enrollment</i>

**Email Link**

*Email the link to these documents to your Emergency Contacts.*