ISAW Fieldwork / Excavation Checklist

Phase 1: Planning  
(10 – 12 Weeks Before Departure)

☐ Global Regulatory Issues – Export Controls
☐ Security assessment – NYU Global Public Safety
☐ NYU Public Safety Security Roster
☐ Agreement with Partner Institutions
☐ Permit Documentation
☐ Full Season Budget & Timeline

Phase 2: Implementation  
(4 – 6 Weeks Before Departure)

Travel Arrangements

☐ Completed NYU Public Safety Security Roster
☐ Project Director Travel
☐ Team Member Travel
☐ Excavation Travel Booking Request Form
☐ ISAW Fieldwork Travel Release

Health Insurance

☐ ISAW Student Health Insurance Coverage

Supplies / Equipment

☐ Supplies/Equipment Purchased Before Leaving
☐ Equipment Exceeding $3,000 - NYU Asset Management
Contractors / Services

☐ Independent Contractors

☐ Excavation Consultant Agreement

**Phase 3: Pre-Departure**  
*(2 – 3 Weeks Before Departure)*

**Travel**

☐ Register Travel on NYU Traveler

☐ Register GeoBlue International Health Insurance

**Advance**

☐ ISAW Excavation Advance Form

☐ Cash Advance Budget

**Expenditure**

☐ Organizational Binder

☐ Fieldwork Expense Spreadsheet

☐ Fieldwork Payment Form

☐ Statement for Services Performed Outside the United States

☐ Local Workers

☐ Statement for Services Performed Outside the United States – Paid in Full

☐ Memo Cover Letter

**Phase 4: Return**  
*(2 – 3 Weeks After Return)*

**Reconciliation**

☐ Return Checklist

☐ Memo Cover Letter

☐ Fieldwork Expense Spreadsheet
Currency Exchange Documentation

Final Receipts / Documentations

Digital Copy of Documentation

Check for Advance Funds Remaining (If Applicable)

More information on process and procedure available at:
https://isaw.nyu.edu/guide/finance/excavations-internat-projects-facultyadminsscholars