

OVERSEAS PRE TRAVEL CHECKLIST

Student Name **Student No**

Proposed Destination(s):

Proposed Date of travel:

Awareness	
Yes/No	Obtain and read an up-to-date country report from the DFAT Travel Advisory service on the destination(s) of travel
Please attach	What level of travel advice did DFAT provide for your destination?
Yes/No	Register on the DFAT Travel Advisory service to automatically receive email updates for overseas destination(s) each time travel advisories change
Yes/No	Ensure you are aware of the security risks in the countries to be visited and appropriate actions recommended in the travel advisory
Yes/No	Are you aware of the political stability in the countries to be visited?
Yes/No	Information on cultural situation of countries to be visited
Yes/No	Are aware of any applicable laws or compliance issues relating to the task?
Yes/No	Are you aware of any key dates, holidays or events that may impact your travel plans?
Travel Documents	
Yes/No	Confirm passport current with a minimum 6 months prior to expiration
Yes/No	Confirm all visa requirements have been met, including work permit if applicable
Yes/No	Confirm all visas are current
Yes/No	Ensure you are aware of condition of visa and presentation of visas
Yes/No	Ensure you are aware of any applicable arrival/or departure taxes
Yes/No	Ensure all travel documents (including passport and visa) and tickets photocopied and carried separately to originals and emailed to family/friend
Travel Itinerary and Task Schedule	
Yes/No	Reconcile travel itinerary and travel tickets
Yes/No	Check all travel accommodation and bookings have been confirmed
Yes/No	Ensure your supervisor has a copy of the itinerary and schedule
Yes/No	Ensure you have supervisor's contact number and/or email in case your itinerary or schedule changes and you need to contact your supervisor
Yes/No	Where applicable, ensure overseas location has an up to date travel schedule
Health	
Yes/No	Are you in good health and fit to travel? Pre-existing conditions need to notified to insurer prior to travel
Yes/No	Obtain details of any identified travel health risks
Yes/No	Obtain details of how to avoid contracting identified health risks
Yes/No	Obtain details of University medical insurance requirements and procedures
Yes/No	Ensure you have written instructions and copies of prescriptions for any specific treatment, which may be required, e.g. asthma, diabetes, heart condition.

Yes/No	Ensure you have sufficient quantities of prescription medicines (two weeks more than planned itinerary).
Yes/No	Obtain necessary vaccinations against prevalent infectious disease(s)
Security	
Yes/No	Established a check-in regime (including alert triggers) between yourself and home or other nominated location
	Remove all non-essential credit cards, bank cards, ID (except photo ID and drivers license) from wallet
	Consider carrying an alternate wallet
	Set PINs/passwords for computers, mobile phones, digital dairies, etc
	Attach visible ID labels to computers, mobile phones, adaptors,cameras, etc.
	Ensure you will be met at the airport, if appropriate, or you are aware of safe travel procedures from airport to hotel or initial location
	Copies of Incident Reporting forms should be included in your documentation
Safe Havens	
Yes/No	Obtain address and contacting details of the Australian Embassy in-country
Yes/No	Register with Embassy or Consulate if staying longer than 72 hours
Yes/No	Obtain details of a nominated suitable safe haven, e.g. a suitable hotel. Ensure home office has the address, telephone and fax details
Finance	
	Obtain sufficient cash for out-of-pocket expenses that cannot be put on credit card
	Make photocopy of your credit card to be carried separately

All pre-travel requirements completed YES NO (please circle)

I acknowledge that it is my personal responsibility to effect travel insurance (including health insurance). I further acknowledge that, whilst overseas, it is my responsibility to check regularly on security and safety issues.

Name.....

Signature

Date

Travel Insurance and Security Web Sites:

Advice can be obtained by accessing the following travel warnings and travel advisory web sites :-

Australian Department of Foreign Affairs & Trade <http://dfat.gov.au/pages/default.aspx>

World Health Organisation <http://www.who.int/en/>

United Kingdom Foreign and Commonwealth office

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

US State Department <http://www.state.gov/>

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