Checklist for Staff Travelling Overseas on UTS Business

**Before you leave:**

1. **Approval**
   - Obtain written approval from your Dean/Director via the Travel Approval Form. This will ensure you are covered under the terms of the UTS insurance policy.
   - Read the UTS Risk Management and Overseas Travel Guidelines.

2. **Insurance**
   - Read the general exclusions to the UTS Corporate Travel Policy.
   - Purchase extra insurance from UTS (or other provider) to cover private travel if required.
   - Note that workers’ compensation coverage (for lost wages and medical expenses) also applies to staff overseas on official business who have a work-related illness or injury.
   - Obtain a copy of the International SOS (ISOS) Overseas Travel Emergency Card from your Faculty or Department, or download it [here](#). This provides contact details for worldwide 24 hour emergency assistance (part of the UTS Corporate Travel policy). This service can include arranging local medical care, emergency evacuations and support in personal safety or financial emergencies.

3. **Department of Foreign Affairs**
   - Check the Department of Foreign Affairs & Trade (DFAT) travel advice to confirm the status of your destination country when you book and again just before you travel.
   - Register with DFAT for automatic email updates to travel advice online for all countries or complete an advanced subscription for specific countries. When you book through an approved travel management agency you are automatically registered with International SOS, or you can register direct.
   - If DFAT advice is ‘do not go to’ or similar, then travel should not be undertaken.
   - If DFAT advice is ‘defer non-essential travel’ or similar, then travel should not be undertaken unless there is specific approval from your Dean/Director.
   - Register your presence overseas with the closest Australian Embassy online. This ensures the Embassy can contact you in the event of an emergency.
   - See [here](#) for general advice to Australian travellers.

4. **Itinerary**
   - Provide a complete copy of your itinerary to Faculty/Department including phone numbers for accommodation.

5. **Booking travel and accommodation**
   - Arrange for transport and accommodation bookings.

6. **Communication and emergency contacts**
   - Check that you can access your UTS e-mail through the Internet.
   - Advise a back-up email address if available.
   - Provide current next of kin/emergency contact details to your Faculty/Department.
   - Advise mobile telephone number.
   - Obtain two emergency contacts for your Faculty/Department.

7. **Vaccinations and Medications**
   - Complete all mandatory vaccinations for your destination/s. Some vaccines need to be started a few months before you travel. For further advice see the UTS Health Service or Australian Travellers’ Medical and Vaccination Centres.

! Different countries have different requirements for medicines, contact International SOS for advice!
8. **Pre-existing health conditions**

- Have clearance to travel from your GP if you have a pre-existing health condition that may be affected by your travel plans, otherwise insurance cover may be affected.
- Have more than enough supply of any regular medications to cover delays.

! Different countries have different requirements for medicines; contact International SOS for advice on whether you need evidence from your doctor such as a letter.
- Carry all your medications in your carry-on baggage along with documentation from your GP (in case your checked baggage is mislaid or delayed). Ensure your medication has a professionally printed manufacturer’s label.
- If you are carrying needles, be ready to declare them at the airport screening point and have written documentation to confirm your medical condition.
- If you have medication requiring refrigeration then take a small cooler with you. Airline staff should be able to replenish this with ice.
- Staff in the advanced stages of pregnancy should seek advice about travel (see also the [general exclusions](#) to the UTS Corporate Travel Policy).
- See the DFAT’s [*Top Ten Hints for Australian Travellers*](#) webpage for further information.

### While In-flight

9. **Flight safety and comfort**

- Check your carry-on luggage for items which may not pass detectors (scissors, nail file, fluids etc.) to avoid frustration and delay.
- Drink plenty of water.
- Exercise regularly.
- Eat small meals and minimise alcohol consumption.
- Try to sleep.

10. **Jet Lag and fatigue**

    Minimise jet lag and fatigue by:

    - Getting a good night’s sleep before your flight.
    - Giving yourself a day or two (if possible) to adjust to the new time zone after arrival.
    - Flying direct to minimise flight time.
    - Taking a brisk walk when you arrive to help you sleep.

### When you arrive

11. **Financial and travel records**

    - Keep receipts for all work-related expenses.
    - If you are away for more than 5 nights, keep a travel diary.

12. **DFAT advice / International SOS**

    - Follow DFAT travel advice. If the advice is upgraded to ‘leave immediately’ or ‘should depart’ then you must not remain in that country. Follow DFAT instructions regarding evacuation.
    - If DFAT advice is upgraded to ‘leave unless essential’ you must have obtain specific approval from your Dean/Director to remain in that country.

13. **Personal safety and security**

    - Check if the local water is safe to drink.
    - Take advice on what foods are safe to eat.
    - Take steps to avoid local diseases (e.g. malaria).
    - Keep your personal hygiene standards high to avoid problems caused by different local sanitation standards.
    - Remember that alcohol consumption may make you vulnerable.
    - Be cautious about accepting food and drink from strangers.
    - Don’t leave personal items such as handbags or laptops unattended.
    - Avoid being distracted in public.
    - Avoid displaying jewellery, portable electronic equipment or other signs of wealth.
    - Be aware of where to stay and places to avoid after dark.
    - Be sensitive to local customs and dress accordingly.
Check with your travel agent or guide books for advice.

14. **Emergencies**
   - Call the ISOS [Alarm Centre](#) closest to you for emergency assistance or refer to your
   - Emergency Travel Card for any emergency (medical, safety, financial).
   - Also contact your Faculty/Department immediately if you are injured or become ill
   - overseas. Get advice from you Faculty/Department travel booker.

**When you return**

15. **Travel acquaintance**
   - Complete a [travel acquaintance and expense claim form](#) for travel advances, or [iExpenses](#) for Corporate Credit Cards.

16. **Insurance**
   - Complete any [insurance](#) claims.