

## Overseas Travel Pre-Travel Checklist

This checklist must be completed by UTS traveller prior to all UTS international travel trips. It is intended to help the traveller meet their due diligence obligations and to ensure a safe and reliable trip.

All international travel bookings must be made through the Concur system or with the preferred Travel Management Company.

If this trip is flagged as a 'high-risk' destination by the Concur booking system, then an Overseas Travel Risk Assessment must also be approved before travel can take place.



*You must attach a copy of this signed document with other relevant documentation to the Concur travel request.*

*In addition, if you have confirmed your booking through FCM Travel, you must also email copies of these documents to the FCM Travel team at [uts@fcmtravel.com.au](mailto:uts@fcmtravel.com.au)*

### Pre-travel feasibility check

- Before proceeding with your booking check if travel to this location permissible and feasible now.
  - Check [Smartraveller](#) and [Sherpa](#) travel restrictions. If in doubt, call International SOS on (02)9372 2468 to check latest safety and security risks of your planned destination.
  - Check UTS [International SOS Portal](#) or Assistance Centre (phone 9372 2468) for the latest safety and security risks, travel restrictions and disruptions, entry requirements and medical advice.
- Can this trip be managed as a virtual meeting?
- Can this trip be managed as a combination of face-to-face and virtual meetings to reduce travel point-to-points?
- If you have a pre-existing medical condition, have you received a pre-travel health assessment from your treating medical practitioner and been cleared by them to travel?

Provide a clear justification as to why this travel is both permissible and feasible.

Traveller's declaration	
	I confirm this travel is both permissible and feasible.
	I confirm this is vital to UTS operations and cannot be performed remotely or postponed.
	I confirm that I am fit to undertake this travel; OR have a pre-existing medical condition with medical clearance to travel and medical insurance to cover / prepare for special health needs.
	I confirm that I will act on the mandatory pre-travel checks below, will attach completed checklist to the Concur booking and take a copy of the checklist on my trip.
	<p>I accept that UTS's Travel Insurance Policy would not provide cover if on your trip where:</p> <ul style="list-style-type: none"> <li>• Travelling to countries with DFAT risk rating of 3 or 4 without additional approval</li> <li>• Pre-existing conditions (expected and foreseen costs)</li> <li>• Travelling against medical advice</li> <li>• Medical expenses incurred more than 12 months after the date of injury/illness</li> <li>• Expenses recoverable from any other sources</li> <li>• Pregnancy and childbirth-related expenses (except emergencies/complications)</li> </ul> <p>Note: the list above highlights the major policy exclusions. If you have any questions or concerns about the policy coverage, please contact <a href="mailto:insurance@uts.edu.au">insurance@uts.edu.au</a></p>

Name of the traveller	Signature	Date

Medical checks and pre-existing conditions	
	Check medical and security risks and requirements of the destination country
	Check digital health/vaccine passport requirements
	Check ALL vaccination requirements
	Check availability of destination's medical services
	Check any quarantine requirements (domestic and international)
	Check availability of destination's medical services specially if you have pre-existing health condition that needs to be managed. There may not be enough support available around mental health condition therefore it is crucial that you take all necessary precaution to manage it while overseas.
	Ensure vaccinations and medication are up to date for the destination
	Provide my UTS supervisor with evidence of clearance to travel from my treating medical practitioner where a pre-existing medical condition may impact my ability to travel safely.
	Get fit-to-fly certificate from your doctor prior to travelling if you have any pre-existing health condition.
	Ensure you are well prepared to manage your pre-existing medical condition. Management of pre-existing health condition is NOT covered under UTS travel insurance.

### Travel document and resources checks

	Make travel bookings only using Concur or FCM Travel
	Download the International SOS Assistance App
	Register with International SOS app to receive destination alerts. For email alerts go to “Sign Up for Email Alerts”. For medical country guides, click “Know my Risks” and select location.
	Check that passport/s are valid (minimum 6 months)
	Arrange visa/s
	Check ticket/s are correct
	Book flexible/refundable fares and rates
	Check and understand all cancellation policies with all suppliers
	Confirm hotel booking/s
	Confirm flight/s
	Arrange credit cards
	Photocopy travel documents and store at home, office and with luggage e.g. passport, visa/s letters of invitation, travel itineraries, contact details, insurance information and emergency contacts
	Prepare and circulate itinerary email copies of your itinerary and travel documents to your partner, self, destination country and manager

### Safety and security checks

	Install the International SOS app on your phone
	Review latest country information and risk rating/s via the Assistance App or International SOS Portal
	Avoid ride-sharing services
	Sign up for security AND medical alerts via the Assistance app or International SOS app
	Become familiar with the communications facilities in your destination country/s including landline and mobile phone (activate international roaming) options.
	Review online medical information (Country Guides), risk rating/s etc via the Assistance App or visit <a href="http://internationalsos.com">internationalsos.com</a> and enter your membership number
	Ensure you have adequate stocks of any prescription medications packed with a copy of prescription
	Check visa requirements and any border restrictions
	Consider if you could be an at-risk profile by the nature of your person or by your behavioural habits and request assistance to manage risk
	Refer to UTS <a href="#"><i>Overseas Travel Pre-travel Tips for Safe and Secure Travel</i></a>

### Contingency Planning Checks

	Book and paid for return travel flights
	Only book flights that allow flexibility for change in an emergency
	Log additional itinerary details in Concur or on the International SOS app
	Contact details of any friends or relatives in location you are visiting who may help in an emergency
	Confirm the company/organisation/person allow you to extend your existing accommodation booking if required due to an emergency
	Make arrangement with a relative or friend to stay in regular contact whilst overseas so that someone is aware of your welfare and any emerging issues