**Pre-Trip Essentials Checklist**

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| ***Tick*** | | ✓ |
| **Authorisations** | * Is general College / Department process sufficient * Has FCO Website been checked to identify if specific University authorisation (outside College / Department) is required |  |
| **INSURANCE** | * University on-line Travel Insurance Form submitted * Personal Insurance arranged if required * Copies taken: Insurance Policy, Unique ID, Emergency Contacts |  |
| **RISK ASSESSMENT** | * Specific Activity Risk Assessment prepared if required |  |
| **PASSPORT** | * Valid (it may need to be valid for at least 6 months after travel) * Copies of Passport taken in case of loss |  |
| **PERMITS / VISAs** | * Permit / Visa requirements checked and arranged * Copies of Permits / Visas taken in case of loss |  |
| **VACCINATIONS / Prophylaxis** | * Vaccination / prophylaxis needs checked and arranged * Evidence obtained ie Vaccine Certificate * Copies of Certificates taken in case of loss |  |
| **Travel / TRANSPORT** | * Itinerary – flight and accommodation details noted * Transport to and from the UK airport (and parking) arranged * Evidence of Booking eg tickets, phone app, email * Travel from overseas airport to accommodation planned |  |
| **MONEY** | * Local currency purchased (if allowed) * Confirmed UK ATM cards will work overseas * Traveller’s Cheques arranged (safest way to take money abroad) |  |
| **MOBILE PHONE** | * Checked mobile phone will work overseas and costs |  |
| **EMERGENCY ARRANGEMENTS** | * Trip itinerary, own and overseas contact details given to home contacts eg family, friends, University colleagues * Contact numbers noted (log electronically and write down): * Insurance (University and Personal) * Family / friends * University / overseas colleagues * Other relevant Emergency Numbers eg Consulate, University Security Lodges |  |
| **MEDICATION** | * Adequate supply of prescription medicines arranged (if Airline allows, take in hand luggage) * Details of prescriptions noted and GP letters arranged if required * Extras organised eg personal 1st Aid Kit, antihistamines, sun cream, insect repellent, diarrhoea tablets, rehydration salts |  |