**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
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| **INSURANCE** | * University on-line Travel Insurance Form submitted
* Personal Insurance arranged if required
* Copies taken: Insurance Policy, Unique ID, Emergency Contacts
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| **RISK ASSESSMENT**  | * Specific Activity Risk Assessment prepared if required
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| **PASSPORT** | * Valid (it may need to be valid for at least 6 months after travel)
* Copies of Passport taken in case of loss
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| **PERMITS / VISAs** | * Permit / Visa requirements checked and arranged
* Copies of Permits / Visas taken in case of loss
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| **VACCINATIONS / Prophylaxis** | * Vaccination / prophylaxis needs checked and arranged
* Evidence obtained ie Vaccine Certificate
* Copies of Certificates taken in case of loss
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| **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
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| **MONEY** | * Local currency purchased (if allowed)
* Confirmed UK ATM cards will work overseas
* Traveller’s Cheques arranged (safest way to take money abroad)
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| **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
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| **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
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