**Pre Trip Overseas Travel Checklist**

The following is in addition to complying with travel authorisation requirements set by the University Overseas Travel Policy and any College / School / Service travel procedures.

**Note:** The Mandatory Overseas Travel Notification must also be completed.

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| **Training:** | Undertake the Travel E Learning module which confirms via email when you have completed the module.  If travelling to higher-risk areas or conducting a higher risk activity, always check for specialist training requirements. Arrange, as necessary. |
| **Emergencies:** | Be prepared for the 'what if' scenario and make sure you have all relevant contact numbers and travel cover/insurance details in case of an emergency.  As part of this consider difficulties with regards to how you will raise help.  For example, your mobile phone may not work in some countries, or you may need to purchase a specific SIM card.  A useful App is the ['What3Words'](https://what3words.com/daring.lion.race) which will help you and others locate your exact position anywhere in the world. |
| **Emergency Support:** | Bangor University 24/7/365: +44 1248 38 2795  EMERGENCY & MEDICAL SUPPORT Global Response +44 (0)2920 662425  email: UMAL@global-response.co.uk (Ref: UMAL 026) |
| **Documents:** | **Passport**: Check the validity and take a photo of your passport details page. Email this to yourself on an easily accessed email address (such as gmail.com, yahoo.mail) and share with your emergency contact. Check for countries that do not like stamps of specific countries on your passport.  **Visa**: Check you have required Visas for the destination and transit country, and these are suitable for the activity to be undertaken and trip duration.  **Hotel and Flight Information**: Hold this information in multiple locations, including with family, friends, or colleagues as appropriate. |
| **Culture:** | Check local and religious customs which can vary and which you must respect in the way that you behave and dress, for example displays of affection, consumption of alcohol and filming / photography may be restricted or even prohibited in some countries.  Also be prepared that the way animals and even people are treated in some countries can be unlike the UK. |
| **Accommodation:** | Try to book a place you have knowledge of.  Ask colleagues, friends or family who have travelled to the area before or speak to your overseas contact for advice.  Alternatively use reputable booking Agents or Sites.  On arrival familiarise yourself with fire exits etc and always secure your room, even if just popping in to collect something you have forgotten. |
| **Transport:** | Vehicle condition and the way people drive (not just what side of the road (!)) differs around the world which can make driving or even walking difficult.  There may also be unusual modes of transport for locals which are best avoided.  Ask overseas contacts or your hotel for advice on ‘safe’ transport e.g. public transport, taxi firms, hire vehicle plus driver. |
| **General Welfare:** | Remember water straight from the tap may not be safe to drink or may have a different mineral content which could upset your stomach.  The types of food on offer and general hygiene standards, including the style of toilets may also differ around the world.  When travelling it is always a good idea to carry spare tissues (in case there is no loo roll(!) and antibacterial hand gel. See *Travel* *Health Essentials*for more advice on general health and well-being. |
| **General Safety:** | Electrical:  Standards can vary.  Before leaving the UK purchase any adaptors for the electrical appliances you plan to take  Glazing:  Some countries do not have safety glass so be mindful if pushing on glass doors / windows to open them  Fire Safety:  Familiarise yourself with building / accommodation escape routes.  Theft can often override fire safety resulting in fire exit routes being blocked or even locked.  Be mindful of this  Personal Safety:   Be vigilant considering advice offered by Websites, colleagues and overseas contacts with regards to where is safe to visit, places and times to avoid and general precautions.  For example, only carrying essential valuables which are hidden. |
| **Theft:** | Only carry valuables, passports etc if you really have to with items left in a secure place if not carrying them, for example store in the hotel safe.  In addition, always take copies of essential documents or store electronic copies which can be accessed if needed.  This includes documents such as Travel Cover/Insurance, Passports, Visas, Vaccine Certificate. |