

## Travel checklist

This is a suggested list of action items to consider in preparation for your travel. It is intended as a guide and is not exhaustive; you may need to consider additional items that are specific to your own situation.

	To do	Done
<b>Visas, passport, and travel</b>		
Ensure passport is current and valid for duration of visit		
Apply for new passport (if applicable)		
Apply for Visa (if applicable)		
Visa's received		
Review Health and Safety Travel Guidelines on intranet		
Arrange flights through Travel Coordinator		
Check driver's license is current		
Apply for International Driver's Permit		
<b>Finance</b>		
Check Amex /Card expiry		
Check credit card limit		
Organise outstanding personal loans		
Organise sale/rental of personal residence and vehicle (if applicable)		
Check most acceptable Foreign Exchange in host country		
<b>Medical</b>		
Contact Travel Doctor, enquire as to specific medical vaccinations required for host country, extra medication and prescriptions (if applicable), and if medicines legal in host country		
<b>Insurance</b>		
Check private and corporate medical/travel/home/vehicle insurance		
Arrange medical insurance through HR		
Review or update will		
<b>NOTIFICATION</b>		
Notify Postal Service and redirect Mail (if applicable)		
Inform your local Electoral Office		
Inform bank of your impending secondment or relocation		
Cancel deliveries such as newspapers		
Notify home and host Hatch HR team of impending travel, specifically provide contact details of; <ul style="list-style-type: none"> <li>• Accommodation/Home address</li> <li>• Work office and sites</li> </ul>		
<b>Registration with travel sites</b>		
Register with Government Travel Site such as <i>DFAT</i>		
Obtain and review host country information sheets/travel warnings through <i>International SOS, WHO</i> or <i>DFAT</i>		
Study your new destination and its laws, customs and climate through the <i>DFAT</i> and/or <i>WHO</i> website		
<b>School (if applicable)</b>		
Notify children's school of impending relocation/secondment		
Research and investigate schools in host country		
<b>Logistics</b>		
Ensure mobile has international roaming		
Organise security of personal residence		
Consider items that you may pack for international assignment/business trip/relocation		
Get adaptor plugs for all electrical equipment for the host country		
Plan attire for host country		

	To do	Done
<b>On arrival in host country</b>		
<b>Notification</b>		
Notify HR in host and home country of your arrival		
Notify consulate in host country of your location		
<b>Insurance</b>		
Arrange insurance for personal belongings once they arrive		
<b>Medical</b>		
Familiarise you and yours with medical facilities and educate on what to do in the event of an emergency		

### Travel Tips:

- Blend in don't be a tourist!
- Travel light
- Avoid carrying valuables
- Pack an extra pair of glasses
- Keep medicine in labelled containers
- Use travellers cheques
- Label luggage on the inside and outside
- Leave behind unnecessary credit and identity cards
- Use prepaid Hotel cars
- Avoid bars and nightclubs
- Avoid travelling alone at night
- Do not use shortcuts
- Avoid conversations with strangers
- If confronted do not fight back
- Lock your room at all times
- Make and keep a note of emergency numbers
- Meet visitors in lobby
- Do not leave valuables in your room
- Only use registered Taxi's
- Carry money in small denominations for payment
- Avoid overcrowded public transport
- Move your own luggage – A bogus porter can disappear with it
- Know the location of police stations, hospitals and consulates
- Avoid driving at night
- Do not leave valuables in a hired car
- Put computers and valuables in the trunk when driving – Windows can get knocked out for valuables on seats

### Note:

This checklist is just a summary. For detailed information please refer to the Hatch Health and Safety Travel Guidelines (available on insideHATCH under Health and safety - travel).