**Overseas / High Risk - Travel Preparation Checklist**

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|  | **At the very start** |
|  | Discuss proposed travel overseas with your manager or supervisor |
|  | Complete and submit travel risk assessment, having checked FCO and other current information on the country |
|  | Ensure travel risk assessment signed off as per your department’s procedure |
|  | Complete ethical review (if relevant) |
|  | **At least 6-8 weeks before your trip** |
|  | Check validity of passport (must be valid for at least 6 months on the day of travel) |
|  | **At least 4 to 6 weeks before your trip** |
|  | IF you are a student: Apply for leave to work away (through CamSIS/department depending on student type) at least a month in advance of travel |
|  | Check [FCO](https://www.gov.uk/foreign-travel-advice) warnings for country visiting and any country you will pass en-route |
|  | Check entry requirements for destination (e.g. Visas) |
|  | Obtain relevant visas |
|  | Notify authorities of visit/gain permission (if relevant/required by the country) |
|  | Purchase travel ticket |
|  | Note flight requirements e.g. ‘check in’ rules |
|  | Obtain travel insurance – Check it covers all intended activities (including leisure) and medical expenses |
|  | Check driving licence current and valid for destination (if relevant) |
|  | Check vaccinations are correct and up to date |
|  | Secure access to work sites e.g. libraries, museums |
|  | Check expected weather conditions for your visit – get appropriate clothing/ equipment including sun/UV protection |
|  | Research [local customs](http://staging.safeguarding.admin.cam.ac.uk/local-laws-and-customs) e.g. dress code (ensure you have the appropriate clothing) |
|  | **At least 3 to 4 weeks before departure** |
|  | Organise accommodation/ check contractual obligations of accommodation |
|  | Check University contact details are up to date (staff: with department/ students: on CAMSIS) |
|  | Provide trip details and local emergency contact (in country of travel) details to the department |
|  | Copy of emergency/useful contacts printed or stored in phone |
|  | Check [FCO](https://www.gov.uk/foreign-travel-advice) warnings for country visiting – again! Things can change quickly |
|  | Sign up to receive FCO alerts |
|  | Make copy of passport (and store securely) |
|  | Fill in emergency contact details in passport |
|  | Complete training for intended activities |
|  | Visit dentist (dental care may not be available easily) |
|  | Obtain first aid kit |
|  | Obtain sufficient medical supplies for existing conditions (if relevant) |
|  | Obtain sufficient anti-malarial tablets ([if relevant](https://www.fitfortravel.nhs.uk/advice/malaria.aspx)) |
|  | Arrange travel to site from the airport/other point of entry |
|  | Obtain any necessary special equipment e.g. PPE, satellite phone and read regulations of use (including use at destination) |
|  | **At least 1 to 2 weeks before departure** |
|  | Contact regularity agreed with University member e.g. supervisor/college tutor |
|  | Take note of insurance policy details (and store securely) |
|  | Sufficient funds available to cover emergencies and unexpected delays |
|  | Check [FCO](https://www.gov.uk/foreign-travel-advice) warnings for country visiting and countries on the way – again! Things can change quickly |