Travel Checklist

Before you depart on your holiday or business trip, see if you have covered these points. We wish you have a smooth and enjoyable trip.

☐ Read the RMIT business travel insurance policy and purchase additional travel insurance if cover does not extend over your private travel.

☐ Please visit the International SOS website (accessible through the RMIT travel intranet site) to check the latest travel advisories for your destination. Print out your RMIT International SOS membership card.

☐ Check to see if you require visas for the countries you are visiting or travelling through, by contacting the nearest embassy or consulate of the country you intend to visit. Do this well in advance of travel. Note, a visa does not guarantee entry and only the countries you plan to visit can provide up-to-date information about visa requirements.

☐ Have a health and dental check-up.

☐ Find out early what vaccinations you will need. See your doctor or travel health centre. Necessary vaccinations can take three or even six months.

☐ If you’re on prescribed medication, ask your doctor for a letter detailing the contents of the medicine and keep the letter and copy of the prescription with the medication. Some medication may be illegal in particular countries. If in doubt, check that your medicines are legal where you intend to visit. Arrange for extra medication, prescriptions or glasses.

☐ Make copies of your passport details, insurance policy, traveller’s cheques, visas and credit card numbers. Carry a copy separately from your handbag or wallet and leave a copy with someone at home.

☐ Leave a copy of your travel itinerary with someone at home and/or your supervisor.

☐ Make sure your passport has at least six (6) months validity.

☐ Check if you are regarded as a national of the country you intend to visit. Check if holding dual nationality has any implications for your travel.

☐ Study your destination, its laws, customs and climate. Get appropriate clothes and learn some useful phrases. There are excellent guidebooks available. Ensure the guidebook is up-to-date.

☐ Obtain an international driving permit and take this and your Australian driver’s licence with you.
Women should take plenty of feminine hygiene products, in case these are not readily available.

Label your luggage clearly.

Take extra business cards and contact details of others travelling to the same meeting/obligation.

Get adaptor plugs for electrical equipment you plan to take.

**While Travelling...**

1. It is advisable to pre-book accommodation, particularly for your first few nights in a foreign country
2. Obey the law! When you are travelling, you are subject to the laws of that country
3. Be aware of local customs and dress codes
4. Take travellers cheques and a couple of major credit cards - do not carry large amounts of cash. Carry some small denomination for tipping, etc.
5. Keep in regular contact with friends and relatives while travelling
6. Keep your passport and valuables in something close to your body and worn out of sight. Bum-bags are highly visible and an obvious target for thieves
7. Never carry packages or luggage for others through Customs at airports, or across borders. This ploy is used by drug traffickers to transport prohibited substances – to prevent such items being planted in your hand luggage keep your bags locked and supervised at all times.
8. Never drive someone else’s vehicle through Customs or across a border (unless you have hired the vehicle)
9. Keep your hotel door locked and meet visitors in the lobby
10. Where local tap water is not safe, drink plenty of bottled water (also use this to brush your teeth) and always check the seal on the bottle.
11. Beware of uncooked food including salads and fruit that you cannot peel.
12. If you lose your passport and valuables, or are robbed, obtain a police report and contact the Australian Embassy and insurer. You will need the report for a new passport and most insurance companies require a police report before processing an insurance claim.

**Returning to Australia...**

1. Make sure you declare ALL food, meat, fruit, plants, seeds, wooden souvenirs, animal or plant materials or their derivatives.
2. Check to make sure you have collected all your luggage and the contents of your bags to ensure no items have been damaged, lost or stolen.