APPENDIX F. international travel checklist

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| --- | --- | --- |
| **Travel Checklist** | **Yes** | **No** |

1. **Travel Application Approval process**
* Have you read and are you aware of the requirements detailed in the Official Travel Policy,,









Official Air Travel Procedures and International Travelling Allowance and Procedures?

* Have you undertaken a risk assessment with respect to the [Excursions Policy](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/excursions-policy-and-procedures.en?cat-id=3457100)

and [Risk and Business Continuity Management policy](http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/risk-and-business-continuity-management.en?cat-id=3457062)?

1. **Checking Payment Options**







* Have you considered how you would be paying for meals, incidentals and business

expenses while on your trip?







* Have you obtained a purchase card or adjusted your limit to cover expenditure and would it be accepted at your place of destination?

 





* Have you obtained adequate local currency?
1. **Travel Planning for International Travel**
* Briefing – If travel has been arranged through excursion organiser or any other third party. Have you attended a pre-travel briefing and received documentation to assist with your travel?





 The brief should include the following as a minimum:

* + emergency evacuation plans;
	+ hotel and accommodation security;
	+ emergency contact numbers;
	+ medical emergencies;
	+ map of location; and
	+ travel tips.
* Have you checked with the Department of Foreign Affairs and Trade (DFAT) travel advisory for security and safety alerts and information on your travel destination? This should be done prior to booking and just before travel (Officers must not travel on Departmental business to a country or areas where DFAT advises of a Level 5 warning).





* If your travel includes attending an overseas conference or meeting as a delegate or speaker, have you contacted the [Perth Convention Bureau](http://www.pcb.com.au/)? If not, you must contact them prior to your travel.





* Have you registered your travel plans on-line with [Smartraveller](http://smartraveller.gov.au/Pages/default.aspx)?





* Have you received all necessary vaccinations, medication and medication authorisations to comply with the requirements of the country to be visited? Information on the requirements can be found at the smartraveller website or health professionals.









* Does your passport/s have a minimum of six months before expiry from the date of return to Australia?

|  |  |  |
| --- | --- | --- |
| **Travel Checklist** | **Yes** | **No** |

* Have you obtained all necessary visas for the country to be visited? 



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* Have you obtained an International Driving Permit, if required? (refer to <http://www.rac.com.au/travel> for more information)





1. **Communication and emergency plans**





* Have you completed and submitted an itinerary to your line manager?





* Have you completed and submitted an emergency contacts list to your line manager? (see examples, Appendix I and J)





(This should include next of kin details, Australian Embassies, High Commission, Consulates etc.)

* Are you familiar with the requirement to ‘Stay in Touch’ while overseas? (If not, refer to Appendix B Travel Guidelines).



* Have you obtained approval to install roaming on your Department mobile phone?







* Have you provided your line manager with a photocopy of your passport and other emergency details?
1. **Insurance**
* Be aware of insurance cover that is automatically provided by the Department whilst on authorised official business from the [*Insurance and Claims Management Guide*](https://ikon.education.wa.edu.au/-/insurance-information?section=zzzi)





(staff only)

* Have you considered the need to make your own arrangements to purchase additional cover?







* Have you received International SOS information, including instructions on when and how to use it from the Department’s Financial Reporting Officer?



* Are you familiar with the services available through International SOS?





Information can be found at <https://www.internationalsos.com.au/>





* Have you notified your line manager of all your known pre-existing health conditions? 

|  |  |  |  |
| --- | --- | --- | --- |
| Traveller’s Name: |  | Business Unit Manager/Principal: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

Note: This check list should be retained by the Business Unit Manager/Principal for at least six months after the return of the traveller.