Overseas Travel Pre-Travel Checklist

This checklist must be completed by UTS traveller prior to all UTS international travel trips. It is intended to help the traveller meet their due diligence obligations and to ensure a safe and reliable trip.

All international travel bookings must be made through the Concur system or with the preferred Travel Management Company. If this trip is flagged as a 'high-risk' destination by the Concur booking system, then an Overseas Travel Risk Assessment must also be approved before travel can take place.

You must attach a copy of this signed document with other relevant documentation to the Concur travel request.

To attach: *Print the completed form to PDF then upload the saved PDF to Concur.*

In addition, if you have confirmed your booking through Anywhere Travel, you must also email copies of these documents to the Anywhere Travel team at uts@anywheretravel.com.au

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Pre-travel feasibility check
- Before proceeding with your booking check if travel to this location permissible and feasible now.
  - Check Smartraveller and Sherpa travel restrictions. If in doubt, call International SOS on 9372 2468 to check latest safety and security risks of your planned destination.
  - Check UTS International SOS Portal for the latest safety and security risks, travel restrictions and disruptions, entry requirements and medical advice including COVID-19 exposure of the destination. This includes the current COVID-19 prevalence and whether the medical system of the destination is overwhelmed by COVID-19 cases.
- Can this trip be managed as a virtual meeting?
- Can this trip be managed as a combination of face-to-face and virtual meetings to reduce travel point-to-points?
- Are you feeling well? If you are displaying COVID-19 symptoms or feeling unwell, reschedule your travel plans for a later date.
- If you have a pre-existing medical condition, have you received a pre-travel health assessment from your treating medical practitioner and been cleared by them to travel?

Provide a clear justification as to why this travel is both permissible and feasible.

Traveller's Declaration	
	I confirm this travel is both permissible and feasible.
	I confirm this is vital to UTS operations and cannot be performed remotely or postponed.
	I confirm that I am fit to undertake this travel; OR have a pre-existing medical condition with medical clearance to travel and medical insurance to cover / prepare for special health needs.
	I confirm that I will act on the mandatory pre-travel checks below, will attach completed checklist to the Concur booking and take a copy of the checklist on my trip.
	I accept that UTS's Travel Insurance Policy would not provide cover if on your trip you incur: • Costs due to cancelled or delayed flights as a result of COVID-19 • Additional costs for accommodation or living (e.g. food and drink) due to being unable to travel as a result of COVID-19 restrictions (e.g. return to Australia or leave your overseas location) • Costs for quarantining in Australia or overseas • Costs for any required COVID-19 tests or additional protocols imposed by the Australian or Overseas governments as a condition of entry to that location

Name of the traveller	Signature	Date

Resources to assist with the following checks:
- [International SOS Portal](), phone app and Assistance Centre (phone 9372 2468)
- [Australian Government COVID-19 travel and restrictions]()

COVID-19 and Medical Checks	
	Take evidence of approved brand of COVID-19 vaccination.
	Keep records of any COVID-19 tests received during overseas travel
	Check medical and security risks and requirements of the destination country including COVID-19 exposure. This may include pre-departure COVID-19 PCR test with evidence of negative status.
	Provide my UTS supervisor with evidence of clearance to travel from my treating medical practitioner where a pre-existing medical condition may impact my ability to travel safely.
	Use International SOS portal to access latest COVID-19 information in transit and at destinations – [restrictions, screening and vaccination requirements]()
	Check digital health/vaccine passport requirements
	Check availability of destination's medical services
	Check any quarantine requirements (domestic and international)
	Check visa requirements and any border restrictions
	Book flexible/refundable fares and rates
	Avoid ride-sharing services
	Check ALL vaccination requirements
	Ensure vaccinations and medication are up to date for the destination
	Review [International SOS COVID-19 educational material]()

Travel Document and Resources Checks

	Make travel bookings only using Concur or Anywhere Travel
	Download the International SOS Assistance App
	Register with International SOS app to receive destination alerts. For email alerts go to "Sign Up for Email Alerts". For medical country guides, click "Know my Risks" and select location.
	Check that passport/s are valid (minimum 6 months)
	Arrange visa/s
	Check ticket/s are correct
	Check and understand all cancellation policies with all suppliers
	Confirm hotel booking/s
	Confirm flight/s
	Arrange credit cards
	Photocopy travel documents and store at home, office and with luggage e.g. passport, visa/s letters of invitation, travel itineraries, contact details, insurance information and emergency contacts
	Prepare and circulate itinerary email copies of your itinerary and travel documents to your partner, self, destination country and manager

Safety and Security Checks

	Review latest country information and risk rating/s Via the Assistance App or International SOS Portal
	Sign up for security AND medical alerts via the Assistance App or International SOS Portal
	Become familiar with the communications facilities in your destination country/s including landline and mobile phone (activate international roaming) options.
	Review online medical information (Country Guides), risk rating/s etc via the Assistance App or visit internationalsos.com and enter your membership number
	Ensure you have adequate stocks of any prescription medications packed with a copy of prescription
	Consider if you could be an at-risk profile by the nature of your person or by your behavioural habits and request assistance to manage risk
	Refer to UTS *Overseas Travel Pre-travel Tips for Safe and Secure Travel*

Contingency Planning Checks

	Book and paid for return travel flights
	Only book flights that allow flexibility for change in an emergency
	Log your planned itinerary on the International SOS app
	Contact any friends or relatives in location you are visiting who may help in an emergency
	Confirm the company/organisation/person allow you to extend your existing accommodation booking if required due to an emergency
	Confirm the company/organisation/person providing you with accommodation allow you to remain in their residence if you get COVID-19 and need to isolate (If not, you must have alternative plans if you need to isolate)
	Make arrangement with a relative or friend to stay in regular contact whilst overseas so that someone is aware of your welfare and any emerging issues