

## Overseas / High Risk - Travel Preparation Checklist – 2 pages

Advice from the University's Safety Office

<b>At the very start</b>	✓
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	
Apply for funding for travel (Expenses Part 1 and Checklist) See <a href="https://www.cst.cam.ac.uk/local/phd">https://www.cst.cam.ac.uk/local/phd</a> - ask your College and supervisor too	
Complete ethical review (if relevant)	
<b>At least 6-8 weeks before your trip</b>	
Check validity of passport (must be valid for at least 6 months on the day of travel)	
<b>At least 4 to 6 weeks before your trip</b>	
If you are a student: Apply for leave to work away (through CamSIS) <b>at least a month in advance of travel</b>	
Check FCO 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 e.g. dress code (ensure you have the appropriate clothing)	
Notes:	

<b>At least 3 to 4 weeks before departure</b>	✓
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 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)	
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)	
<b>At least 1 to 2 weeks before departure</b>	
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 warnings for country visiting and countries on the way – again! Things can change quickly	
<b>When you return</b>	
Send a message to the Graduate Education Manager and your supervisor to say you've returned to Cambridge	
Check in with your College Tutorial Office	

Also see [https://www.safeguarding.admin.cam.ac.uk/files/downloadable\\_travel\\_tips.pdf](https://www.safeguarding.admin.cam.ac.uk/files/downloadable_travel_tips.pdf)

<https://www.safeguarding.admin.cam.ac.uk/useful-documents-and-links>