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| **Check List-Preparing for your trip** for insured person on USP approved business & eligible for USP international travel cover.* USP International travel information available online: <https://www.usp.ac.fj/index.php?id=18377>
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| **Information is to be filed with the travellers supervisor/travel coordinator** |

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| **USP Point of contact(staff): Travellers Supervisor/Travel coordinator at the travellers USP campus.**  |
| Name |  | Ext# |
| **Traveller Details** | Campus: | Faculty/Dept.: |
| USP ID# |  | Name |
| Email Address: Phone#(s):  |

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| **Main exclusions/conditions/tasks:**  |
| Supervisor/Travel coordinator: Discussed with USP international office specific tasks to consider such as: For sponsored students – is their sponsor approval required for the student to travel overseas? List other tasks to consider:  | \_\_Complete  |
| Is the trip over 180 consecutive days? Note: Travellers are not covered over 180 days. Contact your supervisor/travel coordinator and they will contact RI Unit for assistance.  | \_\_Yes \_\_ No  |
| Activity : Does your trip involve high risk activity such as: manual labour, hazardous activity and is this activity covered by the travel policy? \*Refer to online travel document for details/definitions and cover. If not covered or you are not clear if covered by the insurance policy, discuss with your supervisor/travel coordinator and they will contact RI Unit for assistance. | \_\_Yes \_\_ No  |
| Complete Page 2: “Manage your Travel Risks” and address all concerns/queries | \_\_Complete  |
| Are you taking USP property with you on the trip? ***Reminder:*** If you are not ***covered***  by USP travel insurance🡪 USP property is not covered is by USP travel policy. | \_\_Yes \_\_ No  |
| Are you fit to travel and for the noted activity ? Reminder: You are not covered by this this policy - if not ‘fit to travel/ not fit for noted activity’ | \_\_Yes \_\_ No  |
| **Will you be arranging for a medical certificate** by a registered medical doctor and noted you are “Fit to travel and for noted activity ”. \*NOTE: It is travellers responsibility to arrange for the medical certificate & inform the doctor of pre-existing conditions. | \_\_Yes \_\_ No  |
| Do you have OR will be arranging for medical cover while at the destination? If yes – discuss with your supervisor/travel coordinator . | \_\_Yes \_\_ No  |
| USP Students: Is your USP account overdue and/or are there outstanding holds? If yes: Arrange to clear your account and release holds before your departure. | \_\_Yes \_\_ No  |

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| **Documents**  | Attached (tick) |
| * Flight Schedule
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| * Medical certificate (Must note: ***“Fit to travel and for noted activity for this trip”.)***
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| * Passport: Copy of the Personal details page
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| * If applicable – copy of permits (i.e.: study permit, visa)
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| Other specific Risk Assessments, forms etc. required by your faculty/institute/dept. |  |

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| **Personal Contacts (Emergencies)** |
| Home/Next of Kin:Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_ M# \_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address | Doctor (Optional)Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone# \_\_\_\_\_\_\_\_\_\_\_\_ M# \_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address | ***List others on the back of this form or another page (& attach)*** |

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| **Travel- Destination** \**It is important USP has your contact details on file. \*Note: You are required to inform USP immediately of any changes.* | **Tip**: *Recommend including your country’s embassy / consulate as a contact on file.* |
| Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone# (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile# (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City/Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone# (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile# (\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ***List others on the back of this form or (as above)*** |

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| **Traveller** | Signature: | Date Signed: |
| **Supervisor/Travel coordinator** | Signature: | Date Received: |

**Manage your travel risks**

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| **USP - International Travel Planning Tips/Check-list***Plan in advance/ Manage your risks/ Have a safe trip.* Prepared by USP Risk and Insurance Unit (RI Unit) | **\*Recommended contacts to have on-hand during your travels\*** |
| 1. Work: (USP contacts)
2. Home/Family/Next of kin
3. Destination: Important contacts
 | 1. Your doctor-medication
2. Travel Assistance (travel card)
3. To cancel: Credit Cards etc.
 |
| **Travel Planning Tips**  | **Reviewed** |
| * Research the country/city and consider the risks/specific issues relevant to your trip. Refer to (example) websites:

 [www.safetravel.govt.nz](http://www.safetravel.govt.nz) or <https://www.gov.uk/foreign-travel-advice> |  |
| **Preparing for the trip: Few points were extracted from above example websites. View the website(s) for other tips/information** |
| * Verify your passport is valid and # months before expiry date is valid for country(ies) (Destination and stop-overs)
* For the trip/activity (including stop- overs) - ensure you have all the required permit(s)/visa(s) etc.
* Your contact details (i.e. email) is with the travel agent in case they need to contact you (i.e.: flight changes).
* If you will be driving ensure your driver’s license is valid for the country/city.
 |  |
| Your health, vaccinations, allergies etc. (Example: include on your Travel card-personal portion: allergic to penicillin)* Check (recommend 10 weeks) before your trip for the required vaccinations, medication, anti-malaria.
* Always pack specific medication (Items needed when arriving) and consider basics such as Panadol,
 |  |
| **Travel policy 🡪** I have read the two documents: ‘Inter. Travel brochure’ and ‘Procedures and Insurance Cover’.Documents are available online<https://www.usp.ac.fj/index.php?id=18377>* Aware of the Policy coverage, terms, conditions, limits, excess, exclusions etc. and are adequate for your needs.
* Know when and how to contact Travel Assistance (i.e. medical emergency. Contact details are on the travel card).
* Take reasonable steps to safeguard property (i.e.: Do not leave property unattended)
* Arrange to keep minimum cash on hand (i.e.: Consider alternative payment options in place of cash)
* Travelling to a country and your medical is covered by the countries medical / health scheme or coverage by other policies/schemes 🡪 Carry required documents for this coverage. (i.e.: Home county/resident status)
* Incidents/possible claim: Know the required documents you must obtain during your trip. (i.e. police report)
* ***TIP***: Always retain original documents such as: invoices, receipts, flight information etc. 🡪 Keep receipts in your purse or carry one. \*Reason: This information may be required as supporting documents for a possible claim.
 |  |
| Are you fit to travel? / Do you have any pre-existing conditions? * If you have pre-existing conditions, recommend arranging for a “medical-fit to travel” by a registered medical doctor. (It is your responsibility and to your benefit to arrange for a medical to inform the doctor of any pre-existing conditions). \***NOTE:** This is critical as coverage depends if you are ‘Fit to travel’.
 |  |
| Excluded countries: (not covered by the travel policy).* Does your trip (within the itinerary) include any countries noted as **‘Excluded’ in USP’s ‘Procedures and Insurance Cover” document** .If yes - you are not insured/covered by the travel policy? Contact RI Unit for assistance.
 |  |
| Limited number of consecutive travel days per trip.* Is your trip/journey over 180 consecutive days? If it is contact RI Unit as you are not covered over 180 days.
 |  |
| Prepare a carry-on and include basic necessities for an evening and extra day (including required medication)* Always prepare for unplanned incidents such as: luggage arriving late (i.e.: Arrives next flight or next day etc.)
* Include your valuables (jewellery, camera etc.) and always carry your laptops, flash drives etc. with you.
 |  |
| Make copies of your flight schedule, contacts (home and work), passport, visa, permit etc. * Leave a copy with your family and USP travel contact / Consider keeping a copy in your luggage (carry on)
* Ensure you have contact details on hand (USP, Home, and Destination) and Travel Assistance (i.e.: travel card)
 |  |
| Important documents/information: * Consider emailing important information to yourself such as: Flight schedule, contacts, presentation etc.
 |  |
| Contacts & arrangements are in place in case of incidents: (Contacts: USP, family, friend, doctors, embassy/consulate etc.)* Contacts within your country and visiting countries. (In case you require assistance (funds due to stolen money/property, stolen passport, cancelled flight etc.).
* Report all incidents to your USP contact and USP Risk/Insurance Unit.
 |  |
| Understand carrier policies (i.e.: Airlines etc.) such as:* Do you have to confirm your flight in advance? (Smaller airlines may require confirmation)
* Know your check in time, travel time from accommodations to the airport (Do not be late!!!)
* Luggage limits and restrictions (i.e.: items), label all luggage
* Travel - In case of an incident such as late/lost luggage. ASK for procedures requesting compensation.
* Staff: Additional luggage required for the business trip - contact HR for details. (i.e. costs)
 |  |
| Accommodations and travel: Contact the person in the country organizing the activity and request for the following OR they may have a website you can refer to for recommended:* Transport to your accommodation/hotel, event etc. This is important if you arrive after work hours or holidays.
* Accommodation (hotel): i.e.: Safe area, reasonable distance from activity and access to transport.
 |  |
| About the country/city you are visiting? * Main language / communication / food / drinking water / weather conditions (clothing).
* Are there any special occasions, holidays, election or major events during your time in the country/location as this will have an effect on the prices, available accommodations, increased security and traveling time?
* Are there any situations which may have an effect on your trip such as warning of a natural disaster, political situation, riots etc.? (Just occurred, may occur/warning). Consider options such as: cancel/re-schedule due to safety reasons.
* Take precautions to avoid being a target of crime. / Do not leave property unattended.
* In the hotel: keep valuables in the room safe or common hotel safe. (i.e.: do not keep all your cash, valuables on-hand)
* Currency: When you arrive you have sufficient amount of their currency on hand or are able to convert your currency.
* When you arrive, recommend asking where the nearest medical clinic/facility is located.
 |  |