



Get ready for travelling abroad – tips to consider



Medical

- > Have you had all necessary vaccinations? Where countries require vaccinations, take proof that you have been inoculated.
- > If you are taking personal medication with you are these drugs ok to take into the country being visited/ do you need further paperwork?



Paperwork

- > Is your passport in date? *Some countries require at least 6 months on your passport before it runs out*
- > If necessary, do you have a VISA?
- > Is there any other paperwork you need to carry with you?
- > If travelling in Europe, do you have an EHICcard? www.nhs.uk
- > Are you covered under your institutions arrangements policy and if not, have you arranged your own cover?



Practical

- > Do you have suitable clothing for the country you are traveling to?
- > Have you taken any steps to prevent DVT? (especially for long haul flights)

- > If you are planning on using debit/credit cards abroad, have you notified your bank?
- > Have you made yourself aware of important political and cultural information for your destination?
- > Do you have a map of your destination?
- > Do you have a guidebook/phrasebook for your destination?
- > Are you travelling alone?
If so, alone working risk assessment may be required
- > Are you taking a mobile phone adaptor and if so, will it work?
- > Are you aware of what to do in a terrorist/natural disaster situation?
- > Do you know the location of your nearest embassy and hospital while abroad?



Travel items (necessary)

- > Are you carrying a first aid kit with you?
- > Do you have a torch and batteries?
- > Do you have a whistle?
- > Do you have spare glasses?
- > Do you have a money belt?
- > Do you have water purifying tablets?
- > Do you have a door wedge with you (for hotels with no door lock)?
- > For flights to the US – do you have an approved padlock for your suitcase? www.tsa.gov



Communication

- > Do you have all necessary contact phone numbers at home and at your destination?
- > Do people at home and your department have the contact details for where you are going?
- > Do you have emergency numbers (police, help and medical) saved in your mobile?



When at a hotel

- > Have you made yourself aware of your nearest fire exit?
- > Have you placed your valuables in the room safe?
- > Does your hotel room have a secure lock on the door?



Remember

- > Be aware of pick pocketing and travel light
- > Never have valuable items on show when travelling – either in a car or while walking
- > Keep an eye on your luggage as it goes through the x-ray scanner
- > Scan a copy of your passport and save to an email account you can access abroad if it is stolen/lost. But remember to delete it on your return
- > Be discreet – avoid providing personal information about you, your institution or your journey including while on the phone
- > Be aware of what you are eating and drinking
- > Bring insect repellent where necessary
- > Be aware of local customs and dress, behave accordingly and obey local laws
- > If driving abroad, use a reliable hire company and be aware of local driving rules

- > Be aware when taking photographs/videos near military installations or other sensitive sites – such activities may be illegal
- > When using a taxi, make sure it is a licensed company and where possible, agree a fare beforehand
- > Stay alert when using ATMs and be aware of skimming machines
- > Always be aware of possible scams



Useful websites

- > [Travel Security online service](#)
- > [Foreign & Commonwealth Office](#)
- > [NHS](#)
- > [Lonely Planet](#)
- > [Women Travellers](#)
- > [EHIC Card](#)
- > [Current hand baggage restrictions](#)
- > [Travel cover summary and emergency assistance contacts](#)

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