

INTERNATIONAL TRAVEL CHECKLIST

Travel Organiser:	UWTSD
Authorising Manager:	Kath Penaluna
Destination Country / Region / City:	Brussels Belgium
UK departure & return dates:	Please see the other forms where I have already added this information

		Completed
Destination Threat Analysis	FCDO website has been checked for specific travel restrictions in place for the destination country / region / city	X
	An account in place for RiskMonitor Traveller to receive destination risk updates prior to travelling and whilst overseas. Any specific destination risks identified incorporated into the International Travel Risk Assessment.	x
Planning / Initial Authorisation	Initial Authorisation to travel by Authorising Manager given based on cost / benefit analysis and Destination Threat Analysis	x
Travel Notification	Notification of International travel logged	x
Insurance	Suitable Insurance cover confirmed to be in place for the trip	x
Traveller Requirements	All participant emergency contact / health forms have been submitted, reviewed and any issues considered through risk assessment.	x
	All participant vaccination / prophylaxis requirements checked with evidence obtained	x
	All participant passports checked as valid	x
	All permit / visa requirements checked and in place	x
	All participants completed their Basic Security Awareness Training and other relevant training as deemed relevant	x
Travel Risk Assessment	International Travel Risk Assessment completed to include specific destination threats, traveller requirements and business / work related tasks undertaken	x
Record Keeping	A copy of the necessary documents has been retained and easily accessible within my University area	x
Information To All Participants	Risk Assessment details including basic travel advice communicated to all participants	x
Final Authorisation	Authorising Manager satisfied that all requirements above have been met.	x