Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

INTERNATIONAL TRAVEL CHECKLIST

Travel Organiser:	
Authorising Manager:	
Destination Country / Region / City:	
UK departure & return dates:	

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