

**Pre-Travel Self Checklist and General Advice for Travel outside the UK**

**A Pre-Travel Self Checklist**

| ***Category*** | ***Things to consider*** | ***Checked*** |
| --- | --- | --- |
| **Planning** | Have you researched travel arrangements to and from your destination? | Yes / N/A |
| Have you got your own personal travel insurance for your personal travel? | Yes / N/A |
| Has your mobile phone been enabled to work in your destination? | Yes / N/A |
| Do you have authorisation for business mobile phone use overseas? | Yes / N/A |
| Have you notified your credit card company that you are travelling? | Yes / N/A |
| **Emergency Contact Details** | Do you have the local contact details and procedures for emergency services, such as police and ambulance? | Yes / N/A |
| Have you identified the local embassy/consulate of your country and their emergency contact details and procedures? | Yes / N/A |
| Have you identified the University’s travel management agent emergency contact details and procedures? | Yes / N/A |
| Have you identified the University’s travel insurance emergency assistance contact details and procedures? | Yes / N/A |
| Have you provided University contact details to next of kin? | Yes / N/A |
| Have you provided next of kin details to the School/Department? | Yes / N/A |
| **Health** | Have you packed a first aid kit and emergency over-the-counter medicine, such as paracetamol for fever and moderate pain killer, antihistamines for insect bites? | Yes / N/A |
| Are you aware of vaccination requirements? | Yes / N/A |
| Do you have disabled access requirements? | Yes / N/A |
| Are you aware of existing or possible allergies? | Yes / N/A |
| Have you had your dental check-up and completed all dental treatments? | Yes / N/A |
| **Pre Existing Medical Conditions** | Do you have a letter from your GP confirming ‘fitness-to-travel’? | Yes / N/A |
| Do you have sufficient medicine supplies to cover the whole trip? | Yes / N/A |
| Do you have a certificate of medicine from your GP translated in the local language? | Yes / N/A |
| **Environmental** | Are you aware of the local climate, such as intense sun, extreme hot or cold, monsoon/typhoon season? | Yes / N/A |
| Are you aware of local venomous animals and insects? | Yes / N/A |
| Are you aware of local drinking water quality and basic food hygiene standards? | Yes / N/A |
| **Equipment** | Has your equipment been serviced and maintained prior to departure? | Yes / N/A |
| Are you aware that any University device that you take abroad must be correctly encrypted?  <http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/> | Yes / N/A |
| Are you aware that UK export controls on military or dual use goods, services or technology, such as carrying a laptop abroad containing information about controlled technology?  <https://www.gov.uk/guidance/uk-strategic-export-control-lists-the-consolidated-list-of-strategic-military-and-dual-use-items> | Yes / N/A |
| Does any of your equipment require export control approval? | Yes / N/A |
| Do you have confirmation that equipment is compatible for use at destination? | Yes / N/A |
| Are you taking IT equipment or flask discs containing personal data?  <http://www.dataprotection.manchester.ac.uk/> | Yes / N/A |
| **Self-Driving** | Are you aware of the local road and traffic regulations? | Yes / N/A |
| Do you have a valid driving licence and credit card which will be required when hiring a car? | Yes / N/A |
| Do you require to have an International Driving Permit to drive in the destination country?  <https://www.gov.uk/driving-abroad> | Yes / N/A |
| **Transport** | Do you have an understanding of health issues related to long haul travel, such as DVT, jetlag and tiredness? | Yes / N/A |
| Are you aware of luggage restrictions, including prohibited items and weight restrictions? | Yes / N/A |
| **Activity** | Are you aware of the risk associated with planned activities? | Yes / N/A |
| Are you aware of communication issues with the spoken language of the country? | Yes / N/A |
| **Security** | Are you aware of the lone working policy? | Yes / N/A |
| Are you aware of the local laws and customs? | Yes / N/A |
| Are you transporting valuable items or cash? | Yes / N/A |



**B General Travel Advice**

**1 Health**

* Travellers intending to travel overseas are advised to have a medical and dental check-up before travelling. Where necessary, advice on the need for immunisation and other health related issues must be sought in advance of travel commencing. The University’s Occupational Health Service can offer advice and guidance.
* Additionally the NHS, through its Fit-for-travel website ([www.fitfortravel.nhs.uk](http://www.fitfortravel.nhs.uk)), issues guidance on the immunisation requirements for various countries. Travellers should be aware that certain vaccinations are mandatory for entry into some countries and ensure you keep a record of all mandatory vaccinations when travelling.
* The NHS also provides advice and guidance on the level of health care you are entitled to overseas on its Health Care Abroad website (www.nhs.uk/nhsengland/healthcareabroad)

**2 Existing Medical Conditions**

* Ensure you keep a written record on your person of any medical condition affecting you and the proper names (not just the trade names) of any medication you are taking. If you need prescribed medication for a health condition, talk to your doctor or practice nurse about your travel plans as they can tell you if you need to make any special arrangements.
* Check the rules for all the countries you are going to, including countries that you are just passing through. Different countries have different rules and regulations about the types of medicine they allow to be taken into the country, and the maximum quantity you can take in.
* Some medicines available over the counter in the UK may be controlled in other countries and vice versa. Countries such as India, Pakistan, Japan and Turkey have lists of medicines that they will not allow into the country. Contact the embassy of the country you are visiting for advice. The FCO website has a full list of foreign embassies in the UK.
* Further information and advice on taking medicines overseas can be found on the NHS website – “Can I take my medicine abroad?” ([www.nhs.uk/chq/Pages/1074.apx](http://www.nhs.uk/chq/Pages/1074.apx))

**3 Cultural Awareness**

* Research the country that you are visiting, particularly information about local laws, customs and culture
* Respect local customs and dress codes, particularly if visiting religious sites, markets and rural communities – think about what you wear and how you fit in
* Particular care should be taken not to offend Islamic codes of dress and behaviour with regard to sexual relations, alcohol and drugs
* Be discreet about your views on cultural differences
* Always ask an individual’s permission before you take a photograph and respect their reply. In some cultures you should not attempt to photograph women
* It is always best to err on the side of caution. Behaviour that would be regarded as innocuous elsewhere can lead to serious trouble.
* Do not haggle too aggressively. In most countries, where haggling is the norm, it is done with good humour and not for too long. Although prices are usually inflated for tourists, it is also important to remember that the discount you are haggling over could be a few pence for you but a significant means of income for a seller.

**4 Personal Safety**

* Try to avoid potentially risky situations – think about what you are doing at all times and trust your instincts. It is easy to let your guard slip when you are away from home. Try to be as careful as you would be at home.
* Act confidently. Plan your itinerary so you know where you are going and what you are doing. Try to avoid looking lost or confused, avoid unlit streets at night and vary your route if making regular journeys
* Report daily to a University contact
* Be wary of new ‘friends’. Don’t tell strangers where you are staying or give out too many details about yourself and your travel plans
* Mobile phones should be checked with the network provider for compatibility before departure and ‘roaming’ enabled if available.
* Programme in useful numbers such as the local police, the British Embassy or Consulate and a trustworthy taxi company

**5 If you feel threatened**

* Stay calm, and try to be firm and direct
* Remember that you always have the right to say ‘no’ at any point. Never feel that you have to go further than you feel comfortable with
* If you feel pressured, get out of the situation. Never assume that it won’t happen to you
* Get away from the person you are with and go to a safe place
* If you feel uncomfortable or in danger, do not be afraid to draw attention to yourself. Shout, make a fuss and make people aware that you feel threatened

**6 Theft/Crime**

* Leave your expensive jewellery/watches at home
* Do not flaunt your (relative) wealth
* Consider carrying two wallets; one should be prepared as a ‘dummy’ to be thrown down if threatened. It should contain some local currency, some foreign currency, a few old receipts and expired credit cards.
* Never resist violent theft
* Leave your valuables and spare cash in the hotel safe or other secure place
* If your money, passport or anything else is stolen, report it immediately to the local police and obtain a police statement about the incident.
* Phone your bank to cancel your credit card using the relevant 24-hour emergency number

**7 Money and Credit Cards**

* Use a money belt or secure inside pocket. Only carry the minimum amount of cash that you need for the day
* Never leave large amounts of cash in your room (unless in a room safe). Always use the main hotel safe / safety deposit box where possible
* Check local restriction on the use of credit cards. Don’t carry all of them with you – leave at least one in the hotel safe. If you lose or have your credit card stolen, cancel it immediately by phoning the relevant 24-hour emergency number
* Change money in banks or legal foreign exchange dealers. It may be illegal to change money with unauthorised persons and you run the risk of receiving fake currency and being arrested
* Keep all exchange receipts, as you may have to prove you obtained your local currency legally
* Consider carrying ‘universal’ currency, such as US dollars up to the value of £50 for emergencies.

**8 Mobile phone security**

* When not using your phone, place it in your bag or pocket especially when you are in public places so potential criminals cannot see it.
* When you make a call, be aware of who is around you. Find a safe place when using your phone.
* If your phone is lost or stolen, report it to the police and your service provider straight away.
* Don’t leave your phone unattended. This is an open invitation to a thief.
* Don’t publicly display your phone in the streets when carrying it. Have the vibrate facility activated and then assess your surroundings before answering the call.
* Don’t walk and talk or text; this is an opportunity for a snatch-and-grab thief. Go into a safe building when using your phone, such as a department store or shop.

**9 Passports and Travel Documents**

* Ensure you have a valid passport (minimum of six months at return date) and any necessary visas
* Write the full details of your next of kin in your passport
* Keep your passport in the hotel safe and carry a photocopy with you at all times. Additionally leave a copy at home and/or with your school
* Take another form of ID with you (preferably with a photograph)
* Always keep your travel tickets and other important documents in a safe place
* Some countries may require you to carry a valid form of ID with you at all times

**10 Accommodation**

* Avoid ground floor rooms
* Never leave your key where someone can note your room number
* Do not leave your window open, especially if your room is on the ground floor or has a balcony
* Remember to lock your room door even when you are inside the room
* Never open your room door to anyone without checking the reception first that they are genuine
* If you intend to take any electrical appliances with you, it is recommended that you obtain suitable adapters for the local voltage to ensure that they can be used safely

**11 Going Out**

* Always tell someone where you are going and when you expect to return
* Be aware of ‘no-go’ areas and avoid them
* Make sure you know the address and phone number of where you are staying and how to get back
* Stay aware of what is going on around you and keep away from situations where you do not feel comfortable
* Be aware that alcohol can lead to you being less alert, less in control and less aware of your environment
* If you are going to drink alcohol, know your limits. Remember that drinks served in bars overseas are often stronger than those in the UK
* Be cautious of people who ignore your personal space, do not listen to you and make you feel guilty if you resist their advances or appear to be very drunk

**12 Food Safety**

* Wherever you travel overseas be careful of what you eat and drink, food and water may be contaminated in a variety of ways. Traveller’s diarrhoea, as well as diseases such as cholera, typhoid and hepatitis A can all be caught from contaminated food and water.
* If you have any doubts about the water available for drinking, washing food or cleaning teeth, boil it, sterilize it with disinfectant tablets or use bottled water – preferably carbonated with gas – in sealed containers
* Avoid ice unless you are sure it is made from treated and chlorinated water. This includes ice used to keep food cool as well as ice in drinks
* Eat freshly cooked food which is thoroughly cooked and still piping hot
* Avoid food likely to have been exposed to flies
* Avoid ice cream from unreliable sources, such as kiosks or itinerant traders
* Avoid – or boil – unpasteurized milk
* Fish and shellfish can be suspect in some countries, uncooked shellfish, such as oysters are a particular hazard

**13 Transportation**

* Where possible, for high risk countries or where recommended by the FCO, organize a named contact to meet you at the airport
* Keep the phone number of a trustworthy taxi or minicab company with you at all times (Hotels or tour companies can normally give you such details)
* If possible book taxis through the hotel, the drivers name and approximate fare should be verified beforehand
* Always keep some money for phone calls and a taxi journey home from your destination separate from the spending money you take out with you
* If you are in a vehicle and you feel threatened, firmly ask the driver to stop and try to get out in a busy public place. If the driver refuses to stop, try alerting other drivers by shouting or waving out of the window.
* Never drink and drive
* Ensure you understand the driving laws, licence requirements and driving conditions specific to the country you are visiting
* Make sure your UK driving licence is current and valid. Some countries require you to hold an International Driving Permit (IDP) with your UK licence
* If you are staying for an extended period of time, check the driving licence requirements
* Be aware that in many countries there are on-the-spot fines for traffic offences – exceptions are not made for foreigners