

Whether this is your first business trip or you're a seasoned traveller, it pays to be organised. Follow our handy traveller checklist to ensure you're ready for anything.

## Get informed about your destination

- Research entry/exit requirements, visas, laws, customs, medical care, road safety, etc. in the countries you will be visiting. Write down contact details for your nearest embassy or consulate to carry with you in case of emergency while traveling.
- Assess the risks of traveling abroad. Read Travel Alerts for your destination and check your local embassy or consulate website for the latest security messages. A good source of information is SmartTraveller.
- Assess the health risks of traveling abroad by staying up to date on current events and by checking in on the WHO's website or the CDC's Guide for Travelers.
- Before going abroad, notify your banks and credit cards of your travel and check exchange rates.

## Get required documents

- Safeguard your documents! Make two copies of all your travel documents in case of emergency. Leave one copy with a trusted friend or relative at home and carry the other separately from your original documents. To help prevent theft, do not carry your passport in your back pocket, and keep it separate from your money.
- Passport – Apply several months in advance for a new passport. If you already have one, it should be valid for at least six months after you return home and have two or more blank pages, depending on your destination. Otherwise, some countries may not let you enter.
- Visas – You may need to get a visa before you travel to a foreign destination. Contact the embassy of the countries you will be visiting for more information or go to [CIBTvisas.com](http://CIBTvisas.com)
- Prescriptions – Get a letter from your doctor for medications you are bringing. Some countries have strict laws, even against over-the-counter medications, so check with the embassy of your destination before traveling.
- Consent for Travel with Minors – If you are traveling alone with children, foreign border officials may require custody documents or notarized written consent from the other parent. Check with the embassy of your foreign destination before traveling.
- International Driving Permit – Rules vary worldwide as to what documentation you may need when renting a vehicle. However, most countries accept an International Driving Permit (IDP). You may also need supplemental auto insurance. Do your due diligence before renting a vehicle abroad.

## Get insured

- Many foreign medical facilities and providers require cash payment up front and do not accept some forms of insurance. Check your health care policy to see if it will cover you overseas. If not, consider buying supplemental insurance. Make sure the insurance you purchase covers any special medical needs or risks you anticipate on your trip.
- Evacuation for medical treatment or to leave a crisis area in another country can cost more than \$100,000. Consider purchasing insurance in case of an emergency abroad and carefully check for any exclusions around epidemics and pandemics like COVID-19.