

INTERNATIONAL TRAVEL CHECKLIST

Updated: July 22, 2020

Please review the information below. If you have any questions, please contact Risk Management & Insurance at riskmgmt@ucalgary.ca or 403-220-5847.

You are required to upload this document as part of your travel registration process. There is a section at the end, which will require you to sign, prior to uploading.

		Resources
COVID-19 & UCalgary Travel		
<input type="checkbox"/>	Review COVID-19 and UCalgary Travel page to ensure that your travel follows current UCalgary requirements.	https://ucalgary.ca/risk/risk-management-insurance/travel/covid-19-coronavirus
<input type="checkbox"/>	Government of Canada Official Global Travel Advisory regarding travel during COVID-19 - Review this document including the risks related to travelling if you choose to travel despite their advisory.	https://travel.gc.ca/travelling/advisories
<input type="checkbox"/>	Government of Canada COVID-19 safety and security advice for Canadians abroad.	https://travel.gc.ca/travelling/health-safety/covid-19-security
<input type="checkbox"/>	Entry and Quarantine Requirements - Review the requirements for the country of your travel as they may change suddenly and are different world-wide.	
<input type="checkbox"/>	COVID-19 requirements within your country of travel – ensure that you have reviewed the current laws within that country and region and that you are equipped to follow them and have any protective equipment required with you prior to initiating travel. Note that government regulations restricting travel inside or outside of your country of travel or your return to Canada can change suddenly.	
<input type="checkbox"/>	Government of Canada re-entry, self-isolation or quarantine requirements that will be required upon your return should be reviewed. Please note that the University of Calgary does not provide accommodations or financial assistance for quarantine or self-isolation costs.	https://www.canada.ca/en/immigration-refugees-citizenship/services/coronavirus-covid19/travel-restrictions-exemptions.html
<input type="checkbox"/>	Insurance - Review your travel emergency health and repatriation insurance coverage. Consider travel insurance. Review your coverage to understand what is covered and whether or not you will be required to pay in advance for medical services. NOTE: Your insurance is required to cover COVID-19 related illnesses/conditions, medical repatriation and repatriation of remains.	https://ucalgary.ca/risk/risk-management-insurance/travel/before-you-go -> Review Your Medical and WCB Coverage
<input type="checkbox"/>	Increased Costs - Any increased costs related to your travel or return, which may include, but are not limited to, extending or cancelling your accommodations, escalated cost of travel, food, loss of non-refundable fees or expenses or any portion thereof will not be reimbursed by the University of Calgary and that such costs are yours alone.	Policy: https://www.ucalgary.ca/policies/files/policies/international-travel-policy.pdf Procedures: https://www.ucalgary.ca/policies/files/policies/international-travel-procedure.pdf

Review		
<input type="checkbox"/>	UCalgary International Travel Policy and Procedures	Policy: https://www.ucalgary.ca/policies/files/policies/international-travel-policy.pdf Procedures: https://www.ucalgary.ca/policies/files/policies/international-travel-procedure.pdf
<input type="checkbox"/>	UCalgary Country Risk Ratings	https://iac01.ucalgary.ca/riskmgmt/travel/publiccountryrisk
<input type="checkbox"/>	Government of Canada International Travel Advice and Advisories	http://travel.gc.ca/travelling/advisories -> Country
Deciding to Travel – consider the following:		Go to http://travel.gc.ca/travelling/advisories -> Country -> Tabs include Safety and Security, Entry/Exit Requirements, Health, Laws and Culture, Natural Disasters and Climate and Assistance Go to the International SOS Mobile App – see page 2 for directions to download the app.
<input type="checkbox"/>	Crime – crime rates, common crimes, areas to avoid, taxi cab swindles, etc.	http://travel.gc.ca/travelling/advisories -> Country -> Safety and Security
<input type="checkbox"/>	Entry and Departure Requirements – review documentation required to pass customs, immigration and visa requirements.	International SOS App -> Country -> Travel http://travel.gc.ca/travelling/advisories -> Country -> Entry/Exit Requirements
<input type="checkbox"/>	Environmental conditions - common weather, common wildlife, increased altitudes that may affect travellers.	http://travel.gc.ca/travelling/advisories -> Country -> Natural Disasters and Climate
<input type="checkbox"/>	Health conditions , including common diseases or parasites.	http://travel.gc.ca/travelling/advisories -> Country -> Health
<input type="checkbox"/>	Holidays/celebrations that may affect your travel plans.	International SOS App -> Country -> Travel -> Calendar
<input type="checkbox"/>	Laws of that country may be significantly different than those of Canada.	http://travel.gc.ca/travelling/advisories -> Country -> Laws and culture
<input type="checkbox"/>	Political conditions	International SOS App -> Country -> Security -> Country Stability
<input type="checkbox"/>	Safety and security conditions	http://travel.gc.ca/travelling/advisories -> Country -> Safety and security
<input type="checkbox"/>	Transportation conditions (road conditions, driving, using taxi cabs, public transportation).	International SOS App -> Country -> Getting Around
<input type="checkbox"/>	Water and food safety	International SOS App -> Country -> Medical -> Food and Water https://travel.gc.ca/travelling/health-safety/food-water

Before You Go		
<input type="checkbox"/>	Register on the University of Calgary Travel System. This allows us to contact you if we become aware of an emergency in the area to which you are travelling.	https://iac01.ucalgary.ca/RiskMgmt/
<input type="checkbox"/>	Register with the Government of Canada (or the country of your passport).	http://travel.gc.ca/travelling/registration
<input type="checkbox"/>	Download the International SOS Assistance App for mobile phones, which provides you with travel alerts and 24/365 access to their emergency services. You can also visit their website. The University's membership number is 27AYCA093142 .	App: http://app.internationalsos.com/ Website: www.internationalsos.com/
<input type="checkbox"/>	Download the Government of Canada Travel Smart app for mobile phones.	http://travel.gc.ca/mobile
<input type="checkbox"/>	Entry and Departure Requirements – obtain proper documentation required to pass customs, immigration and visa requirements in that country. Familiarize yourself with any departure tax requirements, immigration procedures, etc. Before you leave, check with the closest diplomatic mission for your destination.	http://travel.gc.ca/travelling/advisories - > Country -> Entry/Exit Requirements International SOS App -> Country -> Travel - > Getting There
<input type="checkbox"/>	Prepare for Emergencies: - Obtain a University of Calgary Emergency Assistance Card and/or luggage handle wrap by contacting us at riskmgmt@ucalgary.ca – it will contain 24-hour assistance phone numbers. Alternatively, use your mobile phone and take a picture of the card or print off a copy. - Obtain the phone numbers and addresses of the nearest Canadian consulate or embassy office (you may also want the same information for the British, U.S. or Australian offices as they may be willing to assist).	https://ucalgary.ca/risk/sites/default/files/teams/16/emergency-assistance-card.pdf http://travel.gc.ca/travelling/advisories - > Country -> Assistance
<input type="checkbox"/>	Field Work – anyone doing Field Work internationally is required to complete a Field Level Hazard Assessment Form.	https://ecs.ucalgary.ca/sites/ecspilot/risk/Web%20Files%20Private/Environment%20Health%20and%20Safety/field-level-hazard-assessment-2011.11.28.final.doc?Web=1
<input type="checkbox"/>	Health - See your doctor and dentist before you travel.	
<input type="checkbox"/>	Health Emergencies: - Keep a health emergency card on your person, written in the language of the country/area to which you are travelling (i.e. your name, language(s) that you speak, medical conditions, allergies, and emergency contact numbers). - Obtain information on medical services in that area, including how to obtain them. You can contact International SOS ahead of time as well, to obtain a list of vetted service providers.	Phone: 1 (215) 354-5000
<input type="checkbox"/>	Vaccinations: - Ensure your routine vaccinations are up to date.	International SOS App -> Country -> Medical
<input type="checkbox"/>	- Obtain all required vaccinations for that area. - Strongly consider the recommended vaccinations as well. - Go to a travel clinic for a consultation with a travel medicine specialist as they can provide advice regarding the communicable diseases in that country/area as well as how to prevent or mitigate those risks.	

<input type="checkbox"/>	<p>Emotional Support Programs</p> <ul style="list-style-type: none"> - Employees travelling abroad can access Homewood Health services 24 hours/365 days a year. - Students, Post-Docs, Interns, Externs and Volunteers can access International SOS programs 24 hours/365 days a year. 	<p>Employees/Academic Staff Members: Homewood Health (Call Collect) – 1-604-689- 1717</p> <p>Students, Post-Docs/Interns/Externs/ Volunteers: International SOS (Call Collect) - 1 (215) 354-5000</p>
<input type="checkbox"/>	<p>Medications</p> <ul style="list-style-type: none"> - check the regulations of your destination country regarding importation of your medications, as some drugs may be strictly prohibited (especially narcotics and psychotropics). - Travel with medications in original containers - Take extra with you, in case your trip takes longer than expected - Take a copy of your prescriptions - You can arrange for a copy of your personal health record to take with you, including a letter from your doctor explaining your need to take those medications 	
<input type="checkbox"/>	<p>Take extra prescription glasses or contact lenses</p>	
<input type="checkbox"/>	<p>Bring a first aid kit</p>	
<input type="checkbox"/>	<p>Communications</p> <ul style="list-style-type: none"> - Set up a regular check-in process with someone at home or at the University. Ensure that they know how to contact the University for assistance, if you do not check in. - Review emergency services phone numbers in that country (i.e. what do they use for 9-1-1), and also how to dial into to the country as well as calling back to Canada. 	<p>International SOS App -> Country -> Travel -> Phone & Power</p>
<input type="checkbox"/>	<p>Driving</p> <ul style="list-style-type: none"> - Ensure that you understand the language and/or road signs. - Be aware of specific driving concerns (i.e. might be particularly dangerous at night or certain stretches of road have high accident rates). - Check to ensure that you have the appropriate driver’s license and drivers permit. - Ensure that you understand rental agency agreements and purchase the appropriate insurance (see Risk Management & Insurance website link to the right). 	<p>International SOS App -> Country -> Travel -> Getting Around</p> <p>https://ucalgary.ca/risk/risk-management-insurance/drivingvehicles/vehicles/vehicle-rentals -> “Driving Vehicles outside Canada and the U.S.A.”</p>
<input type="checkbox"/>	<p>Keep an extra copy of your critical documents:</p> <ul style="list-style-type: none"> - Including passport and visa information, up-to-date vaccination documents, host country identification papers and any Embarkation Cards. Keep them in a different place than the originals, in case the originals are lost. - Copy of your health/travel insurance. - Leave a copy of these documents, along with your planned itinerary, with family or friends. 	
<input type="checkbox"/>	<p>Cultural differences / tips</p>	<p>International SOS App -> Country -> Travel -> Cultural Tips</p>

<input type="checkbox"/>	Equipment - if you are bringing University equipment with you, please check with Supply Chain Management – Customs and Traffic – to determine if you need a bond to ensure that you can export the equipment and return it to Canada.	
<input type="checkbox"/>	Attend a briefing – (required for students in Study Abroad programs or going to High or Extreme Risk countries) – for all others it can be set up by your Department through Study Abroad or it can be done at department level).	
<input type="checkbox"/>	eLearning Travel Risk Awareness courses are also offered through UCalgary’s partnership with International SOS. Contact riskmgmt@ucalgary.ca for access to these courses.	https://ucalgary.ca/risk/risk-management-insurance/travel/before-you-go -> eLearning Travel Risk Awareness Courses
<input type="checkbox"/>	DO NOT take weapons, alcohol or medications/drugs not permitted in that country.	
Group Travel		
<input type="checkbox"/>	If you are travelling as a group, prepare an emergency plan.	https://ucalgary.ca/risk/sites/default/files/teams/16/group-travel-emergency-plan.doc

I have read the recommendations above and have had the opportunity to send any questions to Risk Management & Insurance.

I understand that it is my responsibility to:

- a) ensure that I have adequately checked the conditions of the country I am travelling to prior to my departure;
- b) ensure I am covered by adequate medical insurance;
- c) have the required documentation to enter and depart the country; and
- d) Remain aware of local and country situations during my travel.

Date

Signature

Name (please Print)