

Travel Checklist

It is the responsibility of NGO staff to take precautions to assist their staff to have safe and secure travel when on NGO business.

My travel plans have been approved by my Manager	<input type="checkbox"/> Yes	
I have registered my travel plans with the official consular services/ website for my country of citizenship	<input type="checkbox"/> Yes	
The Country Office has consented to me travelling to a local office	<input type="checkbox"/> Yes	
I have read the destination country's advisories and travel updates on MFAT's site: https://www.safetravel.govt.nz/ and applied the advice if and where appropriate.	<input type="checkbox"/> Yes	
I have been given an internationally valid medical card	<input type="checkbox"/> Yes	
I am aware of my health risks and have taken any precautions according to my personal needs	<input type="checkbox"/> Yes	
I will take with me the following documents: <ul style="list-style-type: none"> - Copy of passport and visas - Copy of Health and Accident insurance - Personal information on medical treatment, and the contact address of a medical doctor - Employment and personal contact information - NGO ID Card 	<input type="checkbox"/> Yes	
I have left copies of all the above with my Manager at the NGO Home Office	<input type="checkbox"/> Yes	
I understand the risks associated with my mission and confirm I shall comply with all instructions during my assignment	<input type="checkbox"/> Yes	
DATE:	NAME:	SIGNATURE:
Approved by (line manager):		