Travel Checklist

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| My travel plans have been approved by my Manager | | * Yes |
| I have registered my travel plans with the official consular services/ website for my country of citizenship | | * Yes |
| The Country Office has consented to me travelling to a local office | | * 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. | | * Yes |
| I have been given an internationally valid medical card | | * Yes |
| I am aware of my health risks and have taken any precautions according to my personal needs | | * Yes |
| I will take with me the following documents:   * 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 | | * Yes |
| I have left copies of all the above with my Manager at the NGO Home Office | | * Yes |
| I understand the risks associated with my mission and confirm I shall comply with all instructions during my assignment | | * Yes |
| **DATE:** | **NAME:** | **SIGNATURE:** |
| **Approved by (line manager):** | | |

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