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.