

Overseas Travel

Travel and work in overseas countries often presents different and more hazardous situations than those encountered in Australia. Griffith University has staff and students travelling overseas on authorised University Business and working in many different parts of the world at any one time, which inevitably leads to more people at risk in unfamiliar environments and complex risk profiles.

Occasionally, staff and students travelling on authorised University business will be exposed to international emergencies or heightened risk and may require assistance. Recent events have highlighted the need for the University to have procedures in place for responding to such events, to ensure the safety of our staff and students and to respond in the event of an emergency.

Griffith University subscribes to the services from [International SOS](#), the world's leading provider of international health care, medical assistance and security services. International SOS is an employee travel assistance program which will provide all Griffith staff and students worldwide with international medical, security and travel assistance and administered by International SOS.

It is important to note that the International SOS program does not replace the existing travel insurance policy. The International SOS program merely enhances the employee travel assistance program, as the current travel insurance policy, whilst important, is a reactive arrangement more centred on financial restitution than the well-being of staff and students.

Travel Insurance

Information on the travel insurance cover provided is available at [Travel insurance Information Sheet \(pdf 24k\)](#)

(Please note: All insurance cover referred to in this advice is subject to the terms, conditions, limitations and exclusions contained in the relevant policy wording which can be obtained from Insurance & Risk Management Office, FBS, Nathan Campus)

Staff

All Griffith staff travelling overseas on authorised University business is automatically covered under University corporate travel insurance.

Students

All Griffith students travelling overseas either on exchange or undertaking short-term international experiences that are supported by the University and related to the student's program of study are covered for travel insurance under the University's travel insurance policy

It is important to note that the University insurance policy could exclude cover for travel to countries where the Department of Foreign Affairs and Trade (DFAT) have issued a specific warning not to travel. Insurers can reject claims such as evacuation costs under the policy if there had been a warning before the date of the journey was booked advising that such events were likely to occur or an occurrence being foreseeable to a reasonable person before a traveler entered the country. All claims for loss or damage, injury or sickness can be rejected if caused by an act of war (whether declared or not) including invasion or civil war.

Insurers can reject medical claims for pre-existing medical conditions. If you are aware of an existing health/medical condition which may impact on your travel, it is advisable that you obtain written confirmation from your medical practitioner that you are fit to travel.

Health checks and vaccinations

It is recommended that overseas travellers seek professional health advice at least 6-8 weeks before travelling. Ask your doctor about any recommended vaccinations and the necessary health precautions to take.

OVERSEAS PRE TRAVEL CHECK LIST

Staff / Student Name	
Staff / Student No	
Contact Details whilst on journey (e.g. mobile phone, local phone, email)	
Contact Information Next of Kin	
<p>The University currently has a preferred supplier arrangement with the following travel agents for the provision of international travel services including accommodation and car hire. If travel is booked with either of these suppliers, insurance cover is automatic.</p> <ul style="list-style-type: none"> • STA Travel – Nathan and Gold Coast • World Travel Professionals 	
Is Travel booked through an alternative agent?	Yes / No
<p>If yes, to ensure cover under the University Travel Insurance Policy, please forward a copy of your itinerary & approval to travel to the Insurance and Risk Management Office, Office of Finance and Business Services, Nathan Campus or FBSInsurance@griffith.edu.au</p>	

Awareness	
Yes/No	Obtain and read an up-to-date online country report from the International SOS Travel Assistance Program service on the destination(s) of travel. http://www.internationalsos.com/members_home/login/clientAccess.cfm?CustNo=12AYCA000069
Yes/No	Print assistance card from the International SOS Travel website. Keep this card handy at all times as you travel. This card contains the Griffith University membership number and phone numbers to access International SOS 24 hours a day, 7 days a week if you require medical/ security advice or assistance.
Yes/No	Register on the DFAT Travel Advisory service to automatically receive email updates for overseas destination(s) each time travel advisories change < http://www.smarttraveller.gov.au/ >.
Yes/No	Register to receive email alerts from International SOS, to keep up to date with the latest security and medical developments around the world, prior to and whilst travelling overseas.
Yes/No	Ensure you are aware of the security risks in the destination(s) to which you are travelling and appropriate actions recommended in the travel advisory. The International SOS website provides a comprehensive security guide for all countries worldwide.
Yes/No	Ensure you are aware of the cultural situation of the destination(s) to which you are travelling. The International SOS website provides a comprehensive list of general/business cultural tips for all countries worldwide under 'Cultural Tips'.
Yes/No	Are aware of any applicable laws or compliance issues relating to the task.
Yes/No	Are you aware of the political stability in the destination(s) to be visited?
Yes/No	Are you aware of any key dates, holidays or events? The International SOS website provides a comprehensive list of public holidays for all countries worldwide under 'Country Facts'.
Travel Documents	
Yes/No	Ensure your passport has minimum six months validity from the date you return back to Australia.
Yes/No	Confirm all visa requirements have been met, including work permit if applicable.
Yes/No	Confirm all visas are current.
Yes/No	Ensure you are aware of condition of visa and presentation of visas.
Yes/No	Ensure you are aware of any applicable arrival/or departure taxes.
Yes/No	Ensure all travel documents (including passport and visa) and tickets are photocopied and carried separately to originals.
Travel Itinerary and Task Schedule	
Yes/No	Reconcile travel itinerary and travel tickets.
Yes/No	Check all travel accommodation and bookings have been confirmed.
Yes/No	Ensure your supervisor has a copy of the itinerary and schedule.
Yes/No	Ensure you have supervisor's contact number in case your itinerary or schedule changes and you need to contact your supervisor.
Yes/No	Where applicable, ensure overseas location has an up to date travel schedule.

Health	
Yes/No	Are you in good health and fit to travel? Pre-existing conditions need to be notified to insurer prior to travel.
Yes/No	Obtain details of any identified travel health risks. Make sure you review important medical about the destination(s) to which you are travelling. The International SOS website provides a comprehensive medical guide for all countries worldwide.
Yes/No	Seek professional health advice at least 6-8 weeks before travelling. Ask your doctor about any recommended vaccinations and the necessary health precautions to take.
Yes/No	Obtain details of how to avoid contracting identified health risks.
Yes/No	Ensure you have written instructions and copies of prescriptions for any specific treatment, which may be required, e.g. asthma, diabetes, heart condition.
Yes/No	Ensure you have sufficient quantities of prescription medicines (two weeks more than planned itinerary).
Security	
Yes/No	Established a check-in regime (including alert triggers) between yourself and home or other nominated location.
	Ensure you will be met at the airport, if appropriate, or you are aware of safe travel procedures from airport to hotel or initial location.
	Remove all non-essential credit cards, bank cards, ID (except photo ID and drivers license) from wallet.
	Attach visible ID labels to computers, mobile phones etc.
	Consider carrying an alternate wallet.
	Set PINs/passwords for computers, mobile phones, digital dairies, etc.
	Copies of Incident Reporting and claim forms should be included in your documentation.
Safe Havens	
Yes/No	Obtain address and contacting details of the Australian Embassy in-country.
Yes/No	Register with Embassy or Consulate if staying longer than 72 hours.
Yes/No	Obtain details of a nominated suitable safe haven, e.g. a suitable hotel. Ensure home office has the address, telephone and fax details.
Finance	
	Obtain sufficient cash for out-of-pocket expenses that cannot be put on credit card.
	Make photocopy of your credit card to be carried separately.

All pre-travel requirements completed YES NO (please circle)

I acknowledge that, whilst overseas, it is my responsibility to check regularly on security and safety issues.

Name.....

Signature

Date

Important Links:

- 1) Information on Griffith University Travel Insurance: <http://www.griffith.edu.au/fbs/>
(follow the links to Travel – Travel Insurance)
- 2) International SOS - Employee Travel Assistance Program:
http://www.internationalsos.com/members_home/login/clientAccess.cfm?CustNo=12AYCA000069
- 3) Department of Foreign Affairs and Trade - Smart Traveller website: <http://www.smarttraveller.gov.au/>
- 4) World Health Organisation: <http://www.who.int/en/>
- 5) Travel Doctor: <http://www.traveldoctor.com.au/>
- 6) Mobile Phone Usage: <https://intranet.secure.griffith.edu.au/work/phones/features/international-travel>

This information is of an advisory nature only