



Suggested International Traveller's Checklist

Getting Ready

- Traveller's Government Issued Passport Is Undamaged, Valid For Six Months (6) After Scheduled Return and Exactly Matches the Name Shown On the Airline Tickets
- Check To Ensure If A Proper Business VISA Is A Requirement For Specific Countries
- Check To Ensure If A ETA Is Required For Traveller Travelling To/From Canada or To/From USA
- Ensure traveller's immunizations are up to date as required by specific country or medical requirements
- Traveller provided with updated destination information ie local laws, customs etc
- Traveller provided with updated travel warning
- Traveller provided with Health Precautions (CDC)
- Traveller provided with Canadian/USA Embassy or Consulate information
- Traveller signed up for registration of Canadian Abroad Service
- Traveller downloaded travel smart mobile app
- Notify your bank credit card of international travel plans
- Update your local corporate office with arrival times
- Ensure traveller has correct contact information including cell numbers for assistance
- Correct local currency and USD currency including travellers cheques
- Correct medical contact and emergency information in case of emergency
- Updated your corporate office with emergency contact information
- Letter from his/her doctor if travelling with drugs/medication for local customs or immigration

Items To Leave

- Ensure traveller has removed all unnecessary personal information in wallet/purse
- Spouse/Partner has his/her updated travel information
- Copy Of His/Her Passport, VISA etc
- Company specific logo items
- Expensive or religious items
- Pornographic items or weapons of any kind ie pocket knife
- Specific drugs ie narcotic not permitted

Things You Want To Double Check and Take With You

- Valid passport with VISA including countries you might transit on your trip
- Health book for proof of immunizations
- Airline tickets with car rental and hotel reservations including limo pick up
- Valid international drivers license
- Letter stating who you are visiting and why in local languages
- Ensure your cell phone has no unnecessary information and/or pictures
- Proof of purchase for laptop or commercial items you are taking out of the country



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Other Items

- Ensure any medicine is in the drug store containers and take only what you need
- Card listing allergies and medical conditions and other personal items
- Ensure your luggage is plain and that your luggage does not bring attention to you
- Ensure your business cards are in the language of the country you are visiting and don't put your title on the card
- Ensure you travel with non company branded credit cards
- Access to Foreign language/English dictionary on your cell phone
- Ensure you have adapters for electrical items (most overseas locations have 220 volts, 50 Hz electricity)
- Remember personal appliances (hair dryer, etc.) - 220 volts
- Ensure you take in guestroom flashlight, smoke alarm, door stop, security features etc.

At The Airport, Train Station

- Ensure you always review personal items (ie cash) before leaving in an inconspicuous location
- Always check in early and go through security immediately and wait in a secure area away from the public
- Try to avoid windows, public areas, trash bins, information booths etc
- Always ensure you note the location of exits in the terminal and on board
- Take care of personal needs before boarding since long delays and waits are common in most destinations

On Board

- Ensure you select a seat near an exit for easy exit in case of emergency
- Check around your seat for things left behind ie for luggage left by previous passengers
- Put your carry on bags in overhead rack or under the seat in front of you
- Ensure you always know paths to exits
- Pay close attention to instructions provided by the crew and watch other passengers
- Consume non alcoholic beverages only during your travel

Upon Arrival

- Know who will meet you and ask them to be inconspicuous, no signage announcing your name
- Register with the consulate if staying several days in one location
- Ensure you know your route from airport to lodging
- Request room above ground floor but not over six floors, in case of fire, fire trucks cannot reach you
- Check for exits and emergency instructions
- Plan your escape in case of fire or attack in guestroom
- Be sure your phone works call the desk to check it out
- Check the door locks - use doorstop if necessary and always double check before you open the door



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During Your Stay

- Always stay alert and aware of your surroundings, make sure you watch things
- Keep phone numbers of local contacts with you
- Find out where the "wrong" parts of any city or town is and ensure you don't go there
- Avoid disturbances
- Always carry your passport, leave a copy in the security box or your room
- Only follow directions provided by local police, don't get set up with a fake accident

Car Rentals

(May not be allowed. See your Corporate Travel Policy)

- Ensure you have an International Drivers License and know the right type of insurance to buy
- While driving, always keep windows up and doors locked
- Know your route, plan it ahead of time, and vary your routes
- Be suspicious of "accidents" that may be a set up to rob you and your guests
- Ensure you have a full tank of gas at all times to avoid running out of gas
- Do not rent an expensive or upscale automobile

Uber and Other Ride Share Options

(May not be allowed. See your Corporate Travel Policy)

- Ensure you know what you are doing when ordering a ride share vehicle
- Check the driver to ensure it matches ride share identification email/notice
- Be suspicious of "non planned" side trips

Additional Helpful Tips

- Always remember that you are a guest in another country and your Canadian rights do not follow you
- Obey all laws of the country you are in - no drugs - no smuggling means such
- Ensure you check your bags always
- Never agree to carry someone else's bag or items for another person
- Please make sure you have a supply of any medication and an extra pair of prescription glasses or contacts lenses

Important Notice:

International travelers are reminded to ensure they use this only as guideline and their specific requirements maybe different depending on the destination of the country.

You can visit a number of web sites online including Government of Canada, and US Government and similar websites for additional information.

If you are unsure, please contact our National Business Travel Centre or local Regional Travel Centre for further information.

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