

# Pre-Travel checklist

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| **Action to complete** | **Yes / No** |
| Read safety code of practice COP38 / COP32 | Yes [ ]  No [ ]  |
| Review FCDO website where applicable | Yes [ ]  No [ ]  |
| Complete the International Travel Risk Assessment Form TRA1 | Yes [ ]  No [ ]  |
| Has your International Travel Risk Assessment Form (TRA1) been approved  | Yes [ ]  No [ ]  |
| Complete the Overseas Staff Travel Form and uploaded TRA1 Form – **Students** should complete the online Travel Risk form on RISIS | Yes [ ]  No [ ]  |
| Complete your visa application (where applicable) | Yes [ ]  No [ ]  |
| Booked Travel via TMC (if over 9 via group travel suppliers) | Yes [ ]  No [ ]  |
| Downloaded the Lifeline Plus Travel Assistance App | Yes [ ]  No [ ]  |
| Complete Security Questionnaire if travelling to Sanctioned / High-risk Territories or overseas fieldwork | Yes [ ]  No [ ]  |