

PRE-TRAVEL CHECKLIST

Education and Awareness

- ☐ Review a current country report from UnitedHealthcare Global, the U.S. Government, or other reliable source for your destination locations.
- ☐ Ensure that you are aware of the security risks in the countries to be visited and appropriate actions are taken, as recommended in country reports and travel advisories.
- ☐ Ensure that you are aware of the political situation in your destination.
- ☐ Ensure that you are aware of any key dates, holidays, or events that may occur during your visit.
- ☐ Register with your country's embassy or consulate. U.S. citizens can register through the U.S. State Department's travel website

Travel Documents

- ☐ Confirm your passport is current, with a minimum 6 months prior to expiration – longer for expatriates.
- ☐ Confirm all visa requirements will be met and are current.
- ☐ Be aware of any applicable arrival or departure taxes that you may encounter.
- ☐ Have photocopies of all travel documents, including passport, visa and tickets. Carry one set separate from originals and leave one set at home or with a friend or relative.

Travel Itinerary

- ☐ Confirm all travel accommodations and bookings prior to departure.
- ☐ Ensure a family member / your supervisor has a copy of the itinerary and schedule.
- ☐ Ensure you have your family member / supervisor's contact information in case the itinerary changes.
- ☐ Obtain the weather forecast for your destinations.

Health

- ☐ Are you fit to travel?
- ☐ Obtain details of your destination's travel health risks and learn how to avoid contracting these health risks in Global Medical Intelligence
- ☐ Keep written instructions and copies of prescriptions that may be required. Be sure to refer to pharmaceuticals by their generic name(s) and know the dosages.
- ☐ Have sufficient quantities of your prescription medication, including extra for any travel delays that may be experienced – bring them in carry-on luggage in their original containers with corresponding prescriptions.

- ☐ Obtain necessary vaccinations against infectious diseases.
- ☐ Bring an extra pair of eye glasses, contacts and contact solution.

Security

- ☐ Have a check-in procedure with your family or employer, including established dates and times for checking in.
- ☐ Do not carry any non-essential credit cards, bank cards, and ID cards.
- ☐ Prior to departure, arrange transportation plans to travel from the airport to your destination.
- ☐ Determine if you will have cell phone service at your destinations.
- ☐ Consider purchasing an international calling card.
- ☐ Bring a small flashlight with extra batteries.
- ☐ Bring battery chargers and power converters/adapters.
- ☐ Use covered luggage tags that use your office or a relative's address.

Medical Case – Contact UnitedHealthcare Global to provide the following:

- ☐ Name, Date of Birth, contacts
- ☐ Note your UnitedHealthcare Global ID #
- ☐ Location (city, state, country)
- ☐ Treating Physician name, specialty, contacts (phone numbers, email address)
- ☐ Treating facility name and contacts (phone numbers, email address)
- ☐ Information on the medical conditions: medical reports, etc.
- ☐ Consent to Release Medical Information (specify to whom)

Security Case – Contact UnitedHealthcare Global to provide the following:

- ☐ Name, Date of Birth, contacts
- ☐ Note your UnitedHealthcare Global ID #
- ☐ Location (city, state, country)
- ☐ Specific security concerns

Medical or Evacuation

In addition to the information requested for a medical case, contact UnitedHealthcare Global with the following information for the patient and any traveling companion:

- ☐ Citizenship
- ☐ Passport:
 - Country where passport was issued
 - Passport number
 - Passport expiration date
 - Machine readable: Yes/No
 - Visa to enter destination country – it is important to know ahead of time if a special visa is required to enter a nearby country offering better healthcare (e.g. for Somalia, knowing about Kenya, South Africa, UAE and Western Europe visa requirements depending on the citizenship)
 - Names as they appear on the passport
 - Copy of passport and relevant pages (Main page, entry/exit visas)
 - Date of Birth
 - Local address (hospital, office, home?)

Safe Havens

- ☐ Obtain address and contact information for your country's embassy in your destination location. U.S. citizens can locate embassy information online through the U.S. State Department's website.
- ☐ Obtain details for a suitable safe haven, such as a hotel. Ensure that your family / supervisor has the contact information for this location.

Finance

- ☐ Obtain sufficient cash for out-of-pocket funds that cannot be put on a credit card.
- ☐ Make a photocopy of your credit card (front and back) to be carried separately.