

## 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.