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| **Corps / Centre Name & Name of Trip Coordinator:** | **Trip Destination:**  **Departure Date:**  **Return Date:**  **Number of people in group:**  **Date SAID have been notified:**  **Date of SAID Orientation Session:** |
| **Flight Details:**  Outbound  Inbound | **Contact details of host/partner:** |

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| **Nature of Trip and anticipated activities:** |
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| Websites consulted:  <https://www.gov.uk/foreign-travel-advice>  <http://www.nhs.uk/Conditions/Travel-immunisation/Pages/Introduction.aspx> | Action Taken: |
| Check the location of the nearest embassy and their website for the services they can provide and opening times | Action Taken: |
| Ensure the group has adequate travel insurance | Action Taken: |
| If travelling within the European Economic Area a free European Health Insurance Card is available for free or reduced emergency care | Action Taken |
| Research the health risk on the NHS travel health information page as soon as possible before travelling, and if necessary visit your GP or a travel clinic | Action Taken: |
| For members of the group who have a pre-existing medical condition, advise them to take enough medical supplies for the duration of the visit and any unexpected delays.  Details arrangements for medical emergencies. | Action Taken: |
| Ensure all of those travelling have valid passports and they have the correct visas. For certain countries passports must be valid for 6 months after the date you travel – check the entry requirements well in advance | Action Taken: |
| Make a note of all passport numbers and consider taking a photocopy on the trip and/or storing them online using a secure data storage site | Action Taken: |
| What arrangements are in place so that the group can be contacted in the event of an emergency? | Action Taken: |
| Detail information regarding local customs, dress and local laws from host and Foreign & Commonwealth Office | Action Taken: |

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| Other Comments: |