



# International Traveller Checklist

## Plan Your Trip

- Visit our COVID-19 Travel Hub for the latest travel restrictions, quarantine and testing requirements for international travel routes including transit requirements
- Review your company travel policy
- Review entry/exit requirements including arrival and departure forms and your eligibility to travel based on vaccination status for the destinations you are visiting
- Visas – you may need to get a Visa before you travel to a foreign destination. Your travel team can support you with information relating to the Visa(s) required
- **Download the CT SAM:| mobile app** for city guides, emergency phone numbers (including direct connections through to your CT travel manager), and information on trip disruptions affecting your itinerary
- Make sure the insurance you purchase, or your company policy covers any special medical needs or risks you anticipate on your trip. Carefully check for coverage limits and exclusions around epidemics and pandemics like COVID-19. And ensure you have your policy number and insurance company details on the hand should you need to contact them for assistance while travelling
- Save your consultant's phone number or the CT emergency contact number to the contact list in your phone for easy access. Corporate Traveller emergency numbers are  
**Within New Zealand: 0800 838 010**  
**Outside New Zealand: +64 9 301 9408**
- Passport – apply several months in advance for a new passport if required
- Airlines, hotels and other suppliers may share pre-departure/arrival information with you, please ensure you review this information
- Visit the SafeTravel website [here](#)

## Testing and Proof of Vaccination

- Airlines may require proof of vaccination using your COVID-19 Vaccination Certificate. **Find out how to get your certificate**
- Hotels may also request to check your vaccination status
- Review your company travel policy to determine if testing costs are covered. Pre departure testing can be requested at time of booking. For more information, please speak with your consultant or check your requirements [here](#)

## During Your Trip

- Review the latest travel restrictions, quarantine and testing requirements in destination [here](#)
- Airlines, hotels and other suppliers may require proof of vaccination status using the International Covid Vaccination Certificate (ICVC). Please have a printed copy handy

## Returning Home

- Review entry requirements prior to your trip home as they may have changed since your departure
- When returning to New Zealand, please review the SafeTravel entry requirements [here](#)
- You may be required to fill out some documentation before arrival. Please check [here](#) for the latest information.

**Your Corporate Traveller team is here to support you in any way we can, 24/7/365 days a year.** Contact us via the phone number on your travel itinerary or call us directly from the CT Mobile app.

CT917474926