



International Traveller Checklist

Plan your trip

- o Review the latest travel restrictions and transit requirements [here](#).
- o Review your company travel policy.
- o Review entry/exit requirements including arrival and departure forms and your eligibility to travel based on vaccination status for the destinations you are visiting.
- o 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.
- o Download the **SAM mobile app** for city guides, emergency phone numbers and information on trip disruptions affecting your itinerary.
- o Insurance - Make sure the insurance you purchase 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.
- o Passport - Apply several months in advance for a new passport. Most countries require at least 6 months validity from the date you depart.
- o Airlines, hotels and other suppliers may share pre-departure/ arrival information with you, please ensure you review this information.
- o Keep an eye out for any notifications via Sam or your airline directly as flight times may change.
- o Check-in to flights 24-hours prior to travel.
- o Visit the SafeTravel website [here](#).

Visit the **Corporate Traveller Travel Hub** for the latest travel restrictions and testing requirements for your trip.

Your Corporate Traveller team is always here to help.
24/7/365 days a year.

Testing and Proof of Vaccination

- o Airlines may require proof of vaccination using your COVID-19 Vaccination Certificate. [Find out how to get your certificate](#).
- o Some hotels in certain destinations may also request to check your vaccination status.
- o 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

- o Review the latest travel restrictions, quarantine and testing requirements in destination [here](#).
- o Be alert for flight changes for any onward travel.
- o 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

- o You may be required to fill out some documentation before arrival. Please check [here](#) for the latest information.
- o When returning to New Zealand, please review then SafeTravel entry requirements [here](#).