

## **TRAVEL TIPS - LOCAL AND OVERSEAS**

Here are some helpful hints to follow when travelling:

### **Travel within Australia**

- Identification and correct ticketing i.e. check times, dates, terminal and gate numbers. Ensure you have suitable identification with you when traveling with an e-ticket or paper ticket and leave sufficient time between connecting flights to allow for possible delays.
- Carry a supply of your regular medication. If you are taking prescription medicine you should carry a copy of your doctor's prescription and keep all medication in your carry on baggage.
- Make sure your travel documents are secure as well as any cash, credit cards or travellers cheques you may have. Only carry enough for your current needs.
- Leave a full itinerary with your Department Head or Supervisor.
- Ensure you leave an emergency contact number with your Department Head or Supervisor.
- Report any theft of property, accompanying you, to the local police and obtain an event number. If possible, obtain a copy of the report.
- Report any lost luggage immediately to the airline and obtain a copy of the report.
- Remember the best travel companion you can have is commonsense and never ignore your natural instinct.
- Taxis - Cabcharge dockets are available for travel within Australia.
- At Airports, refrain from making inappropriate, derogatory or provocative statements at check in or security check points.

## Travel outside Australia

In this period of uncertainty, with terrorism and emerging world wide health issues, you are required to check with the Department of Foreign Affairs and Trade (DFAT) <http://www.dfat.gov.au/> in relation to the safety issues in the area to which you are travelling. It must be remembered that the University's duty of care may well mean that travel to certain locations may be banned or delayed depending on the severity of the warnings and recommendations from DFAT.

- Ensure that your passport is current for the area you are visiting and that the expiry date covers the time you are away. Most countries require the passport to be current for six months after your return to the destination of your departure.
- Ensure that you have current vaccination certificates where appropriate. (See your doctor for information).
- Identification and correct ticketing i.e. check times, dates, terminal and gate numbers. Ensure you have suitable identification with you when traveling with an e-ticket or paper ticket and leave sufficient time between connecting flights to allow for possible delays.
- Carry a supply of your regular medication for the time you are travelling. If you are taking prescription medicine you should carry a copy of your doctor's prescription and keep all medication in your carry on baggage.

Make sure any medication, you are carrying, is in its original container. Medical alerts such as bracelets should be current and carry a letter from your Doctor stating the type and purpose of any medication in your possession. Medication data such as this can be helpful in case of an emergency health problem and is a prerequisite in certain countries. If you have any emergencies, while travelling, contact the emergency help lines shown on the University Insurance Card. (Details available from the University's Insurance Officer)

- Make sure your travel documents are secure as well as any cash, credit cards or travellers cheques you may have. Only carry enough on your person for your current needs.
- It is recommended to make copies of your passport details, insurance policy, traveller's cheques, visas and credit card numbers. Carry one copy in a separate place to the originals and leave a copy with someone at home.
- It is important to realise that in the current situation, around the globe, concerning health risks and terrorism that you refrain from making inappropriate, derogatory or provocative statements at check in or security check points. Care should be taken in certain countries

regarding dress, reading material and cultural differences as an offence can lead to severe penalties and unwarranted attention and in some cases physical harm. It is a good idea to remember that you are a visitor to these countries and should always conduct yourself accordingly.

- Leave a full itinerary with your Department Head or Supervisor.
- Ensure you leave an emergency contact number with your Department Head or Supervisor. It is also a good idea to contact the Australian Embassy or Consulate to advise them of your current address.
- Be careful not to display company logo's and clothing that identifies you as a traveller, from a particular country, as there is an ever increasing incidence of kidnap and ransom.
- Beware of any luggage tampering and report it immediately to the appropriate authorities. It is wise to lock all your bags and never leave them unattended.
- Report any theft of property, accompanying you, to the local police and obtain an event number. If possible obtain a copy of the report.
- Report any lost luggage immediately to the airline and obtain a copy of the report
- Remember once again the best travel companion you can have is commonsense and never ignore your natural instinct.

## **Travelling with Children**

### **Children's Passports**

- Under Australian law, children cannot be included in an adult's passport. Each child, including a newborn infant, must be issued with their own passport.
- Some countries require children, (under 18 years of age) travelling alone or with one parent/guardian, to present a letter of consent for travel (signed by both parents) as well as the child's birth certificate. Travellers are advised to check the entry requirements, for children, of their intended destination, before travelling.