

# Before you GO



Before you travel to any destination it's important to be prepared and take care of these important to-dos:

## At least three months before departure

Things to do at least three months before departure		✓
<b>Passports</b>	<p>It's important to ensure your passport is arranged well in advance of your departure date, valid for at least 6 months from departure and valid for the duration of your trip.</p> <p>It's also a good idea to leave a copy of your passport and travel documents with someone at home. The Australian Government encourages all Australians travelling overseas to register with <a href="#">the Department of Foreign Affairs and Trade</a> before travel, so you can be contacted in an emergency.</p> <p>Visit the <a href="#">IATA Travel Centre</a> to check the passport validity requirements of your destination(s), including Australia.</p>	

Things to do at least three months before departure		✓
<b>Visas</b>	Check whether you need a visa for each of the countries you'll travel in. <a href="#">Visalink</a> has information you need to check visa requirements.	
<b>Immunisations</b>	Visit the <a href="#">IATA Travel Centre</a> to check the health requirements for any of the destinations in your trip. It's also a great idea to visit your doctor at least eight weeks prior to going overseas to discuss vaccination requirements.	
<b>Pets</b>	If you need to organise someone to look after your pet(s) while you're away, contact <a href="#">RSPCA</a> or an accredited organisation or pet sitter, for more information.	
<b>Travel insurance</b>	Once you have purchased your airline tickets, it's recommended that you also purchase your travel insurance at the same time. This is to protect you from any cancellations that may occur before you have even departed.  The Australian Government's travel advisory and consular assistance service, <a href="#">smartraveller</a> , advises all Australian travellers to take out travel insurance. If you are travelling under a corporate travel policy, review your policy to ensure premiums are current and that you're covered for your chosen destination(s).	

## At least one month before departure

Things to do at least one month before departure		✓
<b>Travel accessories</b>	Make sure you have all the accessories you need for your trip, adaptors, luggage locks and travel wallets to help make your trip hassle-free.	

## At least one week before departure

Things to do at least one week before departure		✓
<b>USA travel requirements</b>	Check your requirements for travel to, from or within the USA including Electronic System for Travel Authorisation ( <a href="#">ESTA</a> ), Advance Passenger Information System (APIS) and Secure Flight Information.	
<b>Travel money</b>	It's a good idea to check with your bank to see if they have the currency you need as they may need to order it. Travel cards are a good idea if you are wanting different currencies and most can load up to 10 different ones. It's also handy to have a small amount of local currency on you when you reach your destination(s), in case you have to pay arrival or departure taxes.	
<b>Medications</b>	If you are taking medications, make sure you have enough for your trip, and carry all medications in your carry-on baggage. It's a good idea to have a note from your doctor confirming your prescriptions and what they are for.	
<b>Baggage</b>	Make sure your carry-on and checked baggage meets the requirements including dangerous goods. Check the website of your flight operator to ensure you meet the requirements to avoid any extra costs.	

Things to do at least one week before departure		✓
<b>Tickets</b>	You should carry a copy of your ticket at all times for any international flights as this must be produced at check-in along with your passport.	
<b>Customs and quarantine</b>	Learn about restrictions and requirements relating to goods and currency you can take out of and bring into Australia.	

## 24 hours or day of departure

Things to do 24 hours before departure		✓
<b>Additional baggage</b>	Travelling with more than your free checked baggage allocation? No worries, you can pre-purchase additional baggage allowance online where you could possibly save some money, otherwise you could be paying more at the airport.	
<b>Flight status</b>	Track real time departure information for your flight. Most, if not all, flights have real time tracking.	
<b>Check-in</b>	Check-in online between 24 hours and 2 hours before your departure, if eligible.	

## Helpful info & Links

### VISA / Passports / ESTA

When organising either of these documents, ensure that the spelling of your name(s) is **EXACTLY** the same on each document. If your name is misspelt on any document, you could run the risk of not being able to board your flight and find yourself stuck in another country.

Organising to rearrange travel documents and flights/transport because of misspelt details is not covered under the corporate travel policy.

If in doubt about the requirements for the country you are visiting, you can visit the consulate websites for all information and requirements.

### Other helpful info

[TravelSECURE](#) provides a range of advice and tips to help you prepare for your journey and clear security checks quickly and easily. All travellers are required to undergo security screening at Australian airports.

Prior to your departure you can also confirm what security checks that apply to you by checking with your airline or airport of the country that you are travelling from.



This is intended as a guide only and does not constitute advice.

You should consider your situation and exercise discretion at all times. We have provided some links to you to help you prepare for your trip, but we cannot be held responsible for their accuracy, reliability or any changes that may be made.