



# International Traveller Checklist



## Plan your trip

- Review the latest travel restrictions and transit requirements **here**.
- 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.
- Passport – Apply several months in advance for a new passport. Most countries require at least 6 months validity from the date you depart.
- 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 FCM Mobile app** for emergency phone numbers, and information about any trip disruptions affecting your itinerary.
- 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.
- Airlines, Hotels and other suppliers may share pre-departure/ arrival information with you, please ensure you review this information.
- Keep an eye out for notifications via the FCM Mobile app or airline directly as flights times may change.
- Familiarise yourself with the check-in or carry-on luggage allowance of the airline you are travelling with.
- Also be aware of any items such as lithium batteries (powerbanks) and flammable liquids (perfumes or nail polish) that are deemed as dangerous goods. There may be restrictions on the quantity permitted or size of the item that can be carried on board. Check airline baggage policies.
- If you're taking aerosols (e.g. spray deodorant) in your carry-on luggage, this will need to be placed in a scanning tray during the airport security screening process.
- 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 Travel Vaccination Certificate (ITVC). Please have a printed copy handy.
- Be alert for flight changes for any onward travel.

## Returning Home

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

Visit the **FCM Travel Hub** for the latest travel restrictions, visa, vaccine and testing requirements for your trip.

**Your FCM team are always here to help.**  
24/7/365 days a week.