

Travel Advisories

Information about risks overseas is contained in the DFAT advisories available at:

www.smartraveller.gov.au

Travel advisories may change regularly, so it is important to recheck the travel advisory of your destination country and region about 5 days before departure. It is a good idea to subscribe to smartraveller to receive automatic email notifications of any changes to the travel advisory for your destination.

If your destination region has been upgraded to "4 Reconsider your need to travel" or "5 Advised not to travel" prior to departure, then it is imperative that you seek reapproval of your travel request prior to travel.

You may also register your travel with DFAT who will use this information to locate you in the event of an emergency.

Travel Insurance

Prior to business travel, it is important to familiarise yourself with the travel insurance policy coverage. The [Monash Insurance web site](#) contains useful information about:

- [Business travel insurance policy wording](#)
- [Policy endorsements and additions](#)
- [Major policy exclusions](#)
- [Travel insurance claim form](#)
- [Frequently asked questions](#)

An example of a major policy exclusion is 'pre-existing medical conditions'. If you have a pre-existing medical condition that may adversely affect your travel, you must contact the [Monash Insurance Services office](#) ASAP to check availability of cover. There are several other major policy exclusions, therefore, it is important to be aware and understand the potential impact of these exclusions.

Your insurance confirmation certificate provides reverse charges contact information in the event of an emergency. It is important to keep this certificate with you at all times while overseas.

Visa and Passport

The [Visalink](#) website is a useful tool for ascertaining any visa requirements and for obtaining visas. If you are a regular traveller to the APEC region, then consider an [APEC Business Travel Card](#) as it allows multiple short-term business trips. This may be more cost effective than obtaining single visas.

It is important to check that your name on the air ticket matches your passport and visa. If it does not match, you may be denied aircraft boarding. This is particularly relevant if you use a shortened first name (e.g. Sue > Susan, Bill > William). To avoid problems, make sure you update your travel profile to match your passport.

Another tip is to ensure your passport has at least six months to expiry from the return date of your trip; and your passport will contain at least two blank pages for your last destination. Different countries have different passport validation rules, therefore, please confirm the passport requirements with the travel agent.

University Health Service

Travel Health is in a state of constant change. Travellers sometimes have low awareness of the existence and prevention of some diseases, therefore, it is desirable to have pre-travel medical checks & travel-specific advice.

A pre-travel health check can be undertaken at any of the [University's Health Services](#) or by a private physician. For international travel, it is essential to make an appointment sufficiently in advance, as some immunisation programs may take a number of weeks to complete. It is desirable to attend 4-6 weeks prior to departure, but we understand that this is not always possible. Please attend even if you are travelling at short notice.

Annual Influenza Vaccination is recommended for all international travel. More information on [Travel Health](#).

Occupational Health and Safety

It is important for Monash travellers to investigate the conditions likely to be encountered *en route* and at their destination, and then take steps to minimise and control the likely risks. Information for controlling the risks may be obtained from several sources:

- [Guidelines for Health & Safety During Intl Activities](#)
- [Monash Insurance Office Travel Tips](#)
- [Traveller's Thrombosis](#)
- [DFAT Travel Advisories](#)

The Guidelines for Health and Safety During International Activities highlight the additional risks that may be encountered during international activities where the living environment, infrastructure, culture and political culture may differ significantly than Australia.

Cultural Awareness

Cultural awareness aids communication, hence it facilitates positive business outcomes. The Australian [Smartraveller website](#) provides some cultural information; however there are more comprehensive sources of cultural information on the worldwide web. For example, the [etiquette, customs and protocol](#) section in this web link contains useful information.

Monash provides cultural training for specific programs, such as the cross campus program. Other staff may access cultural training depending on the nature of the business activity and the likely benefit.

Please contact [local HR staff](#) for more information or to arrange pre-departure cultural training.

Continuity Planning

Prior to travel, have you remembered to?:

1. Enable your [telephone vacation message](#)
2. Enable your [email vacation message](#)
3. Blocked out your Monash calendar
4. Complete a temporary [SAP Access Delegation form](#) if you have an SAP role
5. Change your delegations in [ESS](#) if you are an approver of leave and/or travel requests
6. Organised or discussed with your supervisor staff replacement of your important duties