

# TRAVEL CHECK LIST

## GET READY!

### SAFETY & SECURITY TIPS

Many tips in this handout can apply to both business and personal travel. While some are more appropriate for international travel, all tips are worth considering when preparing for travel and while you are away from your home location.

Personal safety and security requires constant awareness of your surroundings and the need to exercise care and commonsense at all times. It is the responsibility of every individual to take simple and sensible precautions to enhance their personal safety when traveling.

In general, the risk to travelers is from opportunistic crime rather than any pre-meditated act, but it is important that good planning is carried out before the trip commences. Details of your travel should be known to as few people as possible, but should be known to those you may want to reach in an emergency situation, or who may need to reach you while you are away.

The brochure can be found in pdf format on Travel Talk website.

#### INTERNATIONAL SOS

NOVAMembership #27ACPA000012  
<https://www.internationalsos.com/en/>

Install **ISOS mobile app** on your smart phone at: <http://app.internationalsos.com>



We take care of your unique needs and bring value as your trusted advisor.

### IMPORTANT PHONE NUMBERS FOR TRAVEL

#### ENCORE CORPORATE TRAVEL

 347-363-4553 US  
647-313-9323 CAN

 novachem.travel@encore.ca

**Monday to Friday - 8:30am EST - 8pm**

Outside office hours, call your usual Encore travel telephone number for assistance

Additional Fees Apply

Please refer to the User Guide – Vehicle Insurance guidelines when unsure whether to take the insurance proposed by the rental car company

InternationalSOS

1-215-354-5000

### IMPORTANT PHONE NUMBERS FOR TRAVEL (US)

AMEX – US cardholders  
AVIS / BUDGET Customer Service

1-800-528-2122  
1-800-354-2847

### IMPORTANT PHONE NUMBERS FOR TRAVEL (CAN)

AMEX – CND cardholders  
Car Insurance Claims in Canada  
AVIS / BUDGET Customer Service

1-800-243-0198  
440-914-2950  
1-800-354-2847

## TO-DO PRIOR TO TRAVEL

- Ensure you have an ISOS membership card to take with you
- Review city/region/country information on ISOS for pertinent travel related information
- Review health information and immunization requirements for city/region/country destination utilizing ISOS website and review with NOVA's health professional
- Ensure you have a current passport (if applicable)
- Know if you need a VISA to enter your country of destination (allow plenty of time to secure a VISA)
- Have your health insurance card to take with you (make a copy and leave at home also)
- Check auto insurance requirements if you are renting a car ( read NOVA Rental Car Insurance Guidelines on Travel Talk prior to booking your rental car)
- Leave a copy of your itinerary, passport, VISA and prescription container label with family/friend/ business colleague, as you deem appropriate
- Leave extra set of car keys with family or friend
- Make sure you have your airline ticket(s) and hotel and car reservation information with you
- Check into airline 24 hours prior to flight departure
- Check respective airline for checked baggage requirements (these rules can change without notice)
- Check airline website for up-to-date flight information prior to leaving for airport
- Weigh and measure luggage if checking bags
- Enable email auto reply (out of office)
- Change voice mail messaging to reflect your absence status
- Secure your valuables prior to leaving your home
- Empty your wallet of extras and unnecessary information/credit cards that you do not need
- If traveling international, you can also contact your bank/credit card company to advise of your travel dates and destination(s)

## PACKING CHECKLIST (MISCELLANEOUS ITEMS TO CONSIDER)

- Portable smoke detector
- Electrical adapters (phone, laptop, etc.)
- Door stop (security for hotel room)
- Small flashlight (extra batteries and bulb is good idea to have in carry-on bag)
- Small plastic bags
- Copy of your passport, VISA, driver's license (carry original on your person and copy in carry-on bag)

## BASICS (TO BE CONSIDERED WHEN APPLICABLE)

- Vaccination Certificate(s)
- Passport and VISA(s), as required
- Personal Identification (emergency contact information, blood type, medication list, allergies, etc)
- Current Driver's license
- Some local currency (of country of destination)
- Luggage locks (one key on your person; other key in carry-on bag)
- Watch/alarm clock (extra battery for alarm clock; do not rely on electric clock)
- Luggage ID tags without company logo (ID tags should be covered tag with destination address outbound and home address inbound)
- Pack prescriptions in their original labeled containers and keep with you in carry-on bag
- Check cell phone coverage and roaming charges for destination
- Small first aid kit
- Pocket knife (in checked bag)
- Sewing kit/safety pins
- Water bottle
- Business cards

## ADDITIONAL TIPS

- Replace passport quickly if lost (contact ISOS for assistance)
- Do not depend on a wake-up hotel call for flights
- Need to replace lost glasses quickly or you may want to carry an extra pair
- Many hotels in smaller European countries/cities do not have emergency lighting in the event of a fire or electrical failure
- Many smaller European hotels do not have in room smoke detectors, early warnings can save your life
- Get rid of non-essential items, what if you lost it?

