

# Traveller Checklists

## Overview

Employees, students, or other individuals may be required to travel on University business or for learning or research activities. The University [Travel Policy](#) (EMP-050-005) outlines the processes in place to authorize travel and to reimburse personally incurred travel expenses.

**In all cases, travel must be approved in advance.**

For the purposes of this guidance, “travel” is understood to refer to the movement of people between geographic locations. This may include travel for conferences, meetings, competitions, field trips, field research, field work or similar events.

During any travel, travellers are reminded that health, safety, financial and environmental stewardship are shared responsibilities between the traveller and university, including the assessment of risk and taking reasonable steps to mitigate these risks.

## Purpose

These traveller checklists are intended to be used to identify, assess, and mitigate risk when members of the university community are travelling domestically or internationally and participating in activity that is assessed at risk level 1 (low) or 2 (medium low) using the Off-Campus Travel Activity Risk Rating Guide.


*If the travel risk has been assessed as 3 (moderate) or higher, a safety plan must be completed and required approvals obtained. Some exceptions may apply. Health and Safety is available to assist with performing comprehensive hazard and risk assessments.*

Members of the university community participating in **personal travel activity** are solely responsible for their health and safety.




# Domestic Travel Checklist

Complete this checklist **PRIOR** to travel **within Canada**.

Domestic Travel Checklist		Completed 
1	Check with local authorities regarding any travel, public health, security or weather advisories and follow their recommendations.	
2	Complete the <a href="#">Travel Authorization Workflow</a> and advise your supervisor or department/unit head as appropriate.	
3	Provide your supervisor with your emergency contact information and trip itinerary.	
4	Prepare a list of all participants and their cell numbers if travelling in a group.	
5	Obtain the local emergency contact phone number (911), or local police department, for where you are travelling.	
6	Ensure you have the contact information of your supervisor and University of Regina Protective Services (306-585-4999).	
7	Take normal travel and security precautions. Consult <a href="#">Common Travel Hazards</a> to identify hazards and implement appropriate controls.	
8	Be aware of and follow all University health and safety policies, procedures, and practices to ensure you have completed all required health and safety training prior to travel.	
9	Review your current medical and travel insurance coverage and ensure it meets your personal circumstances for the trip,	

# International Travel Checklist

Complete this checklist **PRIOR** to international travel

International Travel Checklist		Completed 
1	Check the <a href="#">Department of Global Affairs Canada</a> website (Government of Canada) for general travel information, advice and advisories, and travel warnings.	
2	Complete the <a href="#">Travel Authorization Workflow</a> and advise your supervisor, department/unit of your travel plans.	
3	Registration is recommended for <a href="#">Registration of Canadians Abroad</a> service (Government of Canada)	
4	If travelling in a group, prepare a list of all participants and their cell numbers to ensure the primary/lead contact is known to all travellers. Ensure any required travel documents (i.e. passport, visitor visa) for all travellers is current and correct.	
5	Ensure you have the contact information for your supervisor, University of Regina Protective Services (306-585-4999) and <a href="#">Emergency Information</a> , Global Affairs Canada (Government of Canada).	
6	Obtain local emergency contact phone number(s) (911 or equivalent) for all intended destinations.	
7	Review your current travel and medical insurance coverage to ensure it meets your personal circumstances for the trip. Refer to the University <a href="#">Travel Insurance Policy</a> regarding travel and medical insurance. If you have questions, contact the Director, Budget Administration & Research Reporting (Financial Services) (306) 585-4749.	
8	Take normal travel and security precautions. Consult <a href="#">Common Travel Hazards</a> to identify hazards and implement appropriate controls.	
9	Become familiar with and follow all University health and safety policies, procedures and practices (Travel Insurance Policy, Travel Policy, and Expenses-General) and ensure you have completed all required health and safety training prior to travel. This includes the <a href="#">Fieldwork Safety Course</a> (UR Courses). Please email <a href="mailto:health.safety@uregina.ca">health.safety@uregina.ca</a> to register for this course.	
10	If the purpose of the travel relates to a Sensitive Technology Research Area - particularly where the assessed risk is medium or higher - consult the <a href="#">Research Security Officer</a> for guidance.	
11	Consult the Information Services - <a href="#">Travel Safely With Your Electronics Guide</a> as well as university guidance on working remotely. Note that some countries may block certain apps or websites you usually rely on.	
12	Make copies of your itinerary/passport/visas/insurance/other travel documents and leave them with your emergency contact who will remain in Canada while you are travelling.	