# Form 3 – Traveller’s Checklist (Policy 4000-5-11)

## Trip Details

This checklist is to be completed, signed and submitted to the Trip Leader at least one week prior to trip departure.

|  |  |
| --- | --- |
| Traveller’s Name: |  |
| Trip: |  |
| Travel Period: |  |

### Approvals

|  |  |
| --- | --- |
| Requirement | Traveller’s Initials |
| I have met all college academic prerequisites for participation in this travel |  |
| My state of health and fitness permits me to participate fully in this travel and any associated activities without risking or jeopardizing my well-being, the well-being of fellow travellers, or the uninterrupted continuity of the travel and activities |  |
| I have obtained travel/cancellation insurance and obtained out-of-country medical insurance that contains a medical evacuation provision and covers medical expenses over and above what is covered by my government health plan |  |
| I have completed all immunizations required for this trip |  |
| I am aware of and have considered the other medical and health recommendations made to me by the trip leader, including the recommendation to consult with a health care provider or advisor regarding medical or health preparation for this trip |  |
| I have acquired personal medications sufficient for the duration of this trip |  |
| I have completed the required travel orientation and cultural sensitivity training |  |
| I have read, and I understand all relevant college policies, including specifically the [Student Rights and Responsibilities and Discipline (2000-5-1) policy](https://www.lambtoncollege.ca/custom/Pages/Policies/Policy.aspx?id=2147491640) |  |
| I have completed and submitted to the trip leader my personal information sheet |  |
| I have submitted to the trip leader a photocopy of Page 1 of my passport |  |
| I have completed and submitted to the trip leader Form 3 – Traveller’s Checklist |  |
| I have completed and submitted to the trip leader my signed Traveller’s Agreement |  |
| I have fully completed and submitted to the trip leader all other documentation required by the college and/or trip leader |  |
| I am aware of and meet all government requirements for travel to and from and within the countries involved in this travel |  |
| I have a valid passport that does not expire within 6 months of the return date of this trip and I have attached a copy of page 1 |  |
| I have acquired any visa required for this trip and have attached a copy |  |
| I have a copy of the itinerary for this trip and have provided it to my emergency contact person |  |
| I have received, considered and acted upon the packing list provided by the trip leader |  |

I have completed all of the above items:

Traveller’s Name:

Signature:

Date: