

# International Traveller Checklist

## Plan your trip

- Download the **FCM Mobile app** for city guides, emergency phone numbers, and information about any trip disruptions affecting your itinerary.
- Review the latest travel restrictions and transit requirements **here**.
- Read your companies travel policy.
- Plan your transportation options from the airport to your accommodation, whether it's arranging a shuttle, taxi, or public transportation.
- Check if you need to get a Visa before travelling to a foreign destination. Your Travel Manager can support with information relating to the Visa(s).
- Learn a few basic phrases in the local language or **download a translation app** to help with communication.
- Ensure you have travel insurance coverage or verify that your company's policy covers you.
- Get your documents and cash in order, like passport (normally with 6 months validity), return flight details, and local currency.
- Check out **SafeTravel** page.
- International travel has different baggage rules. Some items, such as lithium batteries (power banks) and liquids, are restricted, and there may be quantity and size restrictions too.
- Airlines, hotels, and other suppliers are likely to share pre-departure/arrival information with you, so please review this information.
- Keep an eye out for notifications via the FCM Mobile app or airline directly, as flight times may change.
- Familiarise yourself with the check-in or carry-on luggage allowance of the airline you are travelling with.
- Download the airline mobile application and check-in to flights 24-hours prior to travel.

## During your trip

- Arrive at the airport at least 3 hours before your international flight.
- Make sure to carry a valid form of photo identification, such as a driver's license or passport.
- Follow health guidelines, such as wearing masks and maintaining social distancing in airports and on flights (if applicable).

- Consider getting a local SIM card or an international plan for your phone to stay connected without incurring high roaming charges.
- Keep your phone charged and have portable chargers with you to stay connected and receive updates.
- Travel with some extras in your carry-on luggage. Airlines do lose bags. It happens. Be prepared to be without your luggage for 24 hours, possibly.
- Use **our travel packing checklist** to make sure you have all the essentials.

## General tips

- Follow local health and safety guidelines.
- Be respectful of local customs and dress codes, especially in religious or conservative areas.
- Familiarise yourself with the area, including key landmarks, transportation options, and emergency contact numbers.
- Use hotel safes to secure your valuables and only carry what you need when exploring.
- Keep track of all travel-related expenses for reimbursement or budgeting purposes.
- Check the weather to be prepared for the climate at your destination.
- Be aware of the local currency and have a small amount of cash for small purchases. Check if your credit card is accepted and what exchange fees it might incur.
- Keep a list of emergency contacts, including your Travel Manager, local authorities, and family.
- Let someone know your travel plans, including your destination and duration of stay.
- Have a backup plan, including alternative flights or transportation options, in case of flight delays or cancellations. Your Travel Manager can help here.

Visit the **FCM Travel International Travel Hub** for more information.

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

Contact us in the app, on **0800 747 767** or via **afterhours@fcmtravel.co.nz**