



Pre departure travel checklist

Things to do now that you've booked

Read the Essential Trip Information document

- Please read through the Essential Trip Information document as it contains important information for your trip.
- Your consultant will be happy to assist you with any further questions.

Passport details

- Once we have your passport details, we can begin to finalise all your arrangements.
- Please make sure that the name on your passport is the same as that on your booking.
- Make sure your passport has a minimum of six months validity remaining, as this is an entry requirement of many countries.

Visas

- Some tours may require a visa for the countries you visit. This information can be found in the visa section of your Essential Trip Information document.
- Your consultant will be happy to point you in the right direction with acquiring any necessary visas.
- If you need a visa before heading home, check how long it takes to issue. Make sure to allow yourself plenty of time.

Flights

- Your consultant can help you find the best value international airfares.
- If you've arranged your own flights, please let us know your flight details – including dates, time of departure/arrival and flight numbers.

Airport transfers

- If your trip includes or you have organised an airport transfer, please advise your consultant of your flight details.
- If you'd like an arrival or departure transfer, your consultant can arrange this for you at an additional charge. Please book no later than two weeks prior to departure, but preferably earlier, to secure your transfer.

Pre or post accommodation

- Your consultant can help organise additional nights accommodation before or after your trip (subject to availability). Please book no later than two weeks prior to departure, but preferably earlier, to secure accommodation.

Rooming arrangements

- If you'd like your own room, ask your consultant if the trip offers a single supplement (subject to availability and additional charge).
- If you are travelling with someone, please let us know what room set-up you would prefer (i.e. twin or double room).

Something special?

- Your consultant will let you know if your trip has any special inclusions or alternatives, which may require additional payment or information supplied by a specific date. These may need to be organised in addition to your tour. The Essential Trip Information document will contain information regarding specific requirements.

Travel insurance

- Travel insurance is compulsory for all our trips. Please ensure this covers medical expenses including emergency repatriation. We strongly recommend that the policy also covers personal liability, cancellation, curtailment and loss of luggage and personal effects.
- Your consultant will be able to assist with organising the best level of travel insurance for you.
- We recommend that you take out insurance at the time of booking to protect your trip payment in the event of cancellation.

Payment

- Final payment for your trip and services is required 56 days or more before departure (90 days for polar bookings)
- Check your invoice for payment details or check with your consultant if you have any questions

Medical

- Some of our tours require a reasonable level of fitness. Your consultant can help determine whether a trip is right for you.
- Please advise your consultant of any pre-existing medical conditions.
- If you are required to complete a self-assessment form for your trip, your consultant will supply this.
- If you have any dietary requirements, allergies or intolerances, please let your consultant know.

Emergency contact

- Please let your consultant know the name and phone number of a friend or relative we can contact in case of an emergency.

Final documentation

- About 30 days before departure, we will send your Final Documents by email or post. Please make sure we have all the details needed to complete your booking or these may be delayed.
- Please check through your documents to make sure all details are correct.
- Please let us know if you need your documents earlier.



Pre departure travel checklist

Preparing for travel

Read Essential Trip Information

- There you'll find the important information you need for your upcoming trip
- For any additional questions, please ask your consultant

Emergency contacts

- Check your Essential Trip Information for the local office contact number as well as a 24-hour emergency number
- If you need to contact us after you've left home, please call these numbers

Vaccinations

- Certain vaccinations (and proof of those vaccinations) are required by some countries on entry or departure
- Check with your travel doctor about what you might need

Visas

- If applicable, check you have any visas you may need
- If you are obtaining a visa on arrival, check you have the necessary requirements
- Please speak to your consultant if you have any questions or would like help arranging visas

Fitness

- Some of our tours require a good level of fitness for participation and specific training
- Check the physical rating on your chosen trip and Essential Trip Information for more details

Packing

- Make a packing list and purchase any trip specific items you may need
- Some trips have baggage restrictions; please check the 'What to pack' section of your Essential Trip Information and ask your consultant if you have any questions

Money

- Check the 'Spending money' section of Essential Trip Information for an approximate budget of what you'll need while on your trip
- Check what currencies are required for the countries you're visiting
- Advise your bank of your travel plans
- If you have any questions about costs, please ask your consultant

Advise someone of your travel plans

- Leave your travel itinerary, flight details and the emergency phone numbers of our local operator (found in your Essential Trip Information) with your family or friends at home
- Register your travel plans with your government travel authority and keep up-to-date if there are any events or developments in the places you'll be visiting

Joining your trip

- Check the Essential Trip Information for details of where and how to join your trip
- If you have airport transfers booked, make sure you have given the up-to-date flight details to your consultant

Check flight times

- Airlines sometimes have delays. Check online or contact the airline to double check your flights are running on time
- If there are any changes, advise your consultant and/or the local operator (details found in your Essential Trip Information), particularly if you have transfers that may be affected by the delay