

TRA

Personal details

Name Trip number

Destination(s)

Type of work to be undertaken (e.g. conference, fieldwork, research)

Contact details (e.g. mobile phone, local phone, email)

Place a tick in either 'Yes' or 'No.' Where the question is not applicable to your travel tick 'N/A.'

Please provide brief details for any question that you have ticked yes.

Your travel

Is your length of stay greater than 3 weeks? Yes No N/A (details)

Is this your first visit to location? Yes No N/A (details)

Are you travelling alone? Yes No N/A (details)

Are you meeting work colleagues/friends? Yes No N/A (details)

Your health

Do you have any medical conditions that may be aggravated by this travel? Yes No N/A

(Please provide details)

Is the destination at risk of infectious diseases for which no vaccination is available? Yes No N/A

(Please provide details)

Are you aware of any health warnings relating to travel to this destination? Yes No N/A

(Please provide details)

Do you require specific medications that may be difficult to obtain at your destination? Yes No N/A

(Please provide details)

Will you be carrying prescription drugs with you? Be aware some countries have different drug laws (view Travel Doctor tmvc.com.au) Yes No N/A

(Please provide details)

Do you need to disclose to the insurer details of any pre-existing medical/health condition(s)? Yes No N/A

(Please provide details)

Are you travelling against the advice of a qualified medical practitioner? Yes No N/A

(Please provide details)

Natural environment

Will you be exposed to climatic extremes (e.g. excessive heat, cold, humidity, etc.)? Yes No N/A

(Please provide details)

Will you be exposed to hostile environments (e.g. deserts, snowfields, jungles etc.)? Yes No N/A

(Please provide details)

Is the location subject to extreme weather or natural events (e.g. hurricanes, tornadoes, earthquakes, flooding, avalanche, etc.)? Yes No N/A

(Please provide details)

Wildlife

Will you have contact with domestic, wild or feral animals (i.e. physical injury, infectious diseases, etc.)? Yes No N/A

(Please provide details)

Will you have contact with biting/stinging reptiles or insects (other than mosquitoes)? Yes No N/A

(Please provide details)

Eating and drinking

Will the destination have difficulty providing reliable/safe drinking water/ice? Yes No N/A

(Please provide details)

Will the destination have difficulty providing reliable/safe food (i.e. cooked and uncooked)? Yes No N/A

(Please provide details)

Accommodation

Will there be difficulty obtaining reliable and adequate commercial accommodation (e.g. hotels)? Yes No N/A

Will there be difficulty obtaining reliable and adequate domestic accommodation (developed domestic homes)? Yes No N/A

Will there be difficulty obtaining reliable and adequate rural - 'village-style' accommodation? Yes No N/A

Accommodation is mainly provided:

- Rural domiciles
- On board river/sea vessel
- Motor vehicle/Campervan
- Camping
- Bivouacking/hiking

Is local sanitation poor or inadequate? Yes No N/A

Socio-cultural environment

Are you familiar with the local environment (e.g. laws, religion, culture, customs, etc.)? Yes No N/A

Do you have any knowledge of local languages? Yes No N/A

Technology and infrastructure

Is there difficulty obtaining adequate and reliable emergency services (e.g. police, ambulance etc.)? Yes No N/A

Is there difficulty obtaining adequate and reliable medical care (e.g. hospitals, first aid, etc.)? Yes No N/A

Is the local power supply poor or unreliable? Yes No N/A

Are safety standards for equipment and operation significantly below those of Australia? Yes No N/A

Work environment

Are you undertaking work in confined spaces? Yes No N/A

Are you working with or exposed to hazardous chemicals/radiation sources? Yes No N/A

Are you working with plant, industrial, agricultural or other potentially hazardous equipment? Yes No N/A

Transportation

If you are undertaking significant travel using railway systems, is the system unreliable or unsafe? Yes No N/A

If you are undertaking significant travel using ferries/charter vessel services, are they seen as unreliable or unsafe? Yes No N/A

If you are undertaking significant domestic air travel, is it seen as unreliable or unsafe? Yes No N/A

If you are undertaking significant road travel, are local road, traffic and vehicle conditions considered unreliable or unsafe? Yes No N/A

Communications

Will you be out of mobile phone network coverage?	Yes	No	N/A
Will contact via landline, phone, fax, email be difficult?	Yes	No	N/A
Will your travel plans be subject to sudden and/or frequent changes?	Yes	No	N/A

Security

Is the destination(s) regarded as risky from a petty crime perspective?	Yes	No	N/A
Is the destination(s) regarded as risky from a violent crime perspective?	Yes	No	N/A
Is there active terrorism and/or civil unrest in the area?	Yes	No	N/A
Are you taking University-related assets with a value of greater than A\$1,000 (i.e. laptop)? If so, describe precautions to be taken against theft.	Yes	No	N/A

(Please provide details)

Are you visiting any specific sites that may be seen as attractive targets for violent civil protest or terrorist actions?	Yes	No	N/A
--	-----	----	-----

(Please provide details)

In the event of a crisis requiring emergency evacuation, have you a detailed plan to leave?	Yes	No	N/A
---	-----	----	-----

(Please provide details)

Have you read the Travel Advisories/Warnings of Department of Foreign Affairs and Trade (DFAT) and Citybrief?	Yes	No	N/A
---	-----	----	-----

 Return to travelsafe@latrobe.edu.au, fax to **9479 1562** or post to **Insurance Office, La Trobe University, Bundoora Victoria 3086**
Office use only

Outcome of assessment

Assessment conducted by

Date processed (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------	----------------------	----------------------