

CHECKLIST FOR OVERSEAS TRAVEL

1. Travel Authorization & Purpose

- ☐ Travel request approved by relevant authority
 - ☐ Clear purpose and objectives of travel confirmed
 - ☐ Alignment with Ministry/Agency priorities
 - ☐ Cabinet/Ministerial approvals obtained (if required)
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2. Passport & Entry Requirements

- ☐ Passport valid for at least 6 months beyond travel date
 - ☐ Appropriate passport type confirmed (Official/Diplomatic/Regular)
 - ☐ Visa requirements checked and processed early
 - ☐ Entry/transit visas secured (if applicable)
 - ☐ Copies of passport and visa saved (digital & printed)
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3. Official Documentation

- ☐ Diplomatic/official note prepared (via Ministry of Foreign Affairs and Foreign Trade)
 - ☐ Letters of introduction or accreditation prepared
 - ☐ Invitations from host country/organization on file
 - ☐ Travel insurance confirmed
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4. Flight Arrangements

- ☐ Flights booked in accordance with Government policy
 - ☐ Travel itinerary reviewed for efficiency and rest time
 - ☐ Arrival time suitable for official engagements
 - ☐ Seating preferences and special requests noted
 - ☐ Tickets issued and re-confirmed 48 hours before departure
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5. Accommodation

- ☐ Hotel booked in safe and convenient location
- ☐ Proximity to meeting venue confirmed
- ☐ Government/corporate rates secured where applicable
- ☐ Early check-in/late check-out arranged if needed
- ☐ Hotel contact details shared with official

6. Request for Courtesies

- ☐ Request for Courtesies form completed
- ☐ Form submitted to the Ministry of Foreign Affairs and Foreign Trade
- ☐ Bio-Data page, hotel details, travel itinerary and visa information to be included

7. Ground Transportation

- ☐ Airport pickup confirmed (driver name & contact)
- ☐ Transport arranged for all official engagements
- ☐ Coordination with Jamaican Mission/Embassy abroad (if applicable)
- ☐ Backup transport options identified

8. Financial Preparation

- ☐ Per diem processed in accordance with GOJ guidelines
- ☐ Foreign currency arranged or access confirmed
- ☐ Baggage allowance
- ☐ Credit card authorization (if applicable)
- ☐ Expense guidelines communicated to official
- ☐ System in place for receipt collection

9. Briefing Package (CRITICAL)

- ☐ Country brief prepared (political, economic, cultural context)
- ☐ Meeting briefs with key messages and objectives
- ☐ Profiles of counterparts included
- ☐ Speaking points/remarks prepared (if required)
- ☐ Final itinerary clearly structured and time-zoned
- ☐ Climate/Temperature of the country
- ☐ Electrical voltage (voltage frequency, plug type)

10. Health & Safety

- ☐ Travel advisories reviewed
- ☐ Vaccination/health requirements confirmed
- ☐ Emergency contacts prepared (local & Jamaica-based)
- ☐ Copies of insurance and medical info accessible

11. Protocol & Representation

- ☐ Correct titles and forms of address confirmed
- ☐ Dress code for each event clarified
- ☐ Gift protocol reviewed (if applicable)
- ☐ Seating/precedence considerations noted
- ☐ Jamaican flag/pins/materials prepared (if needed)

12. Communication & Coordination

- ☐ Final itinerary shared with:
 - Official
 - Ministry/Department
 - Ministry of Foreign Affairs and Foreign Trade
 - Jamaican Embassy/High Commission abroad
- ☐ Contact list prepared to include:
 - Host country focal points
 - Embassy contacts
 - Airline & hotel contacts
- ☐ Assistant remains reachable during travel

13. Final 48-Hour Check

- ☐ All bookings reconfirmed (flight, hotel, transport)
- ☐ Documents printed and digitally stored
- ☐ Weather checked and appropriate guidance provided
- ☐ Any last-minute changes communicated clearly
- ☐ Immigration forms completed
- ☐ Purchase of gift, gift bag, etc. (if necessary)
- ☐ Roaming activated
- ☐ Business cards and stationary (if required)

14. During Travel (Support Role)

- ☐ Monitor flights and connections
 - ☐ Provide real-time support if disruptions occur
 - ☐ Liaise with embassy/hosts if adjustments needed
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15. Post-Travel

- ☐ Expense reconciliation completed promptly
 - ☐ Receipts submitted and verified
 - ☐ Reports or debrief notes facilitated (if required)
 - ☐ Travel documents filed for record-keeping
 - ☐ Lessons learned documented
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16. Common Red Flags



- ☐ Visa not confirmed before ticket purchase
 - ☐ Tight flight connections risking delays
 - ☐ Missing briefing materials
 - ☐ No emergency contact plan
 - ☐ Last-minute itinerary changes without communication
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Quick Reminder

“Preparation reflects professionalism.
Execution reflects Jamaica.”
