



CHECK LIST for OVERSEAS TRAVEL

- **Book Ticket** - a) Travel Agency - **request issuance of ticket;**
 - Know **Seat Preference**

b) **Invoice** – P.S., “Confirming receipt of ticket” (sign and date);

c) Take to Accounts with **Contingency Requisition Form.**
- **Reserve Hotel** - within GoJ guidelines/payment by GoJ or Host Country/Organization DAY ROOM, if layover is +5 hours
- **Prepare Commitment Requisition Form**
- **Baggage Allowance**
- **Include BUSINESS CARDS**
- **Prepare Foreign Exchange Form for P.S./Cabinet Secretary/MFP**
(collect Foreign Exchange with Breakdown)
- **VISA requirements**
- **Letter to the Prime Minister** - except when PM is head of delegation;
(approved copy to be attached to the Cabinet Submission)
- **Letter to the President of the Senate or Speaker of the House**
 - (copied to the Clerk, Houses of Parliament)
- **Blood Type** (often required for international conferences)
- **Dietary Requirements** - (food types not eaten, allergies, etc.)
- Research **Climate/Temperature and Time Zone**
- Send **Itinerary** to the relevant persons, e.g. Minister’s spouse and/or Security
- Advise **Protocol, MFA/FT (VIP Lounge)** - Itinerary,

Submit **Courtesy Request Form** (Hotel details/Passport Bio-data page and visa info, etc.)

- **Arrange Briefing** by Department/Preparation of Briefing Folder
- **CUG Roaming activated** request by e-mail (reminder too)
- **Contact Details** provided- Jamaican Missions - Embassy/CG and HC; organizers
- **Hotel Information** - Name/Address/Telephone #
- **Info on Meeting/Conference** - Accreditation/Registration forms; baggage tags;
- **Courtesy Call**/Meetings overseas, where applicable
- Purchase **GIFT**, if necessary. Gift wrap
- **Vaccination/Intl. Vaccine Certificate or Malaria Tablets** from Ministry of Health - Dr. Nicole Lowe Fahmi (depending on locale) - nicole_fahmi@yahoo.com
- **STATIONERY** (for long overseas stay, i.e. at least five days)
- **C5 IMMIGRATION FORM TO BE COMPLETED (ONLINE) BY TRAVELLER ON RETURN**

Quick CHECKLIST

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|---|---|
| • Ticket (physical copy to be included with other travel documents) | • Contact Details – Ambassador/Mission/Embassy/ Honorary Consul |
| • HOTEL Reservation | • Point of Contact (PoC) in case of emergency |
| • Registration | • Business Cards |
| • Foreign Exchange – Meals and Contingency | • Gifts, where necessary |
| • Roaming activated | • Briefing FOLDER |
| • Vaccination/Tabs/Int'l Certificate | • Stationery |
| • Visa(s) | |

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