



McGill



Travel
Management
Program

Programme de
gestion des
voyages



Guidelines to Minimize Travel Risks

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INTRODUCTION AND SCOPE

One of the elements of [McGill's Travel Management Program](#) is the mitigation of travel risks. **McGill's Guidelines to Minimize Travel Risks** offers recommendations to assist in reducing exposure while travelling.

This Guide references faculty and staff travel for university related activities, both within Canada and around the world. Although personal leisure travel is outside the scope of this Guide, some of the recommendations may also be relevant and useful.

University travellers are responsible for their own safety and are expected to ensure that all possible efforts are made prior to departure and during the trip to minimize their exposure. Proper trip preparation and diligence throughout the trip are both important and beneficial.

TRIP PLANNING

Trip preparation commences long before you leave town. Planning is the best way to prevent setbacks and minimize risks.

1.0 CHECK LIST

Destination Research	<input type="checkbox"/>
Register your trip	<input type="checkbox"/>
Travel Documents	<input type="checkbox"/>
Insurance Coverage	<input type="checkbox"/>

1.1 GET READY

Destination 101

Research your destination thoroughly on the Government of Canada's travel [website](#)[↗]; you will find specific country information and advice, including:

- [Travel Advice and Advisories](#) - key information available per country
 - local safety and security conditions
 - areas to avoid
 - entry and exit requirements
 - local laws and culture
 - possible health hazards and health restrictions
 - natural hazards and climate indications

- where to find help while you are abroad
- [Registration for Canadians Going Abroad](#)
- [Travel health and safety precautions](#)
- [Stay connected details](#)

Travel documents

Verify requirements for the countries you are visiting, including passport, visa and other customs procedures. This [website](#) will provide Canadian travelers with all the requirements. For other nationals - check visa and entry requirements for your particular passport.

Note that certain countries require that your passport be valid for a minimum of 90 days after the return date of your trip. If your passport does not meet this condition, you will be denied boarding of the flight, causing considerable delays, cancellation and rebooking fees with the airline and all the other suppliers implicated.

Carry with you copies of these documents -

- passport photo ID page
- health insurance policy/card
- list of medications and vaccinations
- detailed travel itinerary

Have readily available all emergency resource contacts –

- travel company
- medical centres
- [Canadian embassy](#) or other
- McGill and family members

Leave copies of your documents with someone at home

Protect yourself and your family

Protecting your health is essential. [Vaccinations](#) or other pre-travel precautions may be required to comply with entry requirements or recommended for prevention. Consult [destination-specific](#) information on the Government of Canada [website](#).

[Contact](#) the University's J.D. MacLean Pre-Travel Clinic for further information. The cost of the vaccine, if prescribed by a doctor, is covered by the [McGill Supplemental Health Plan](#). The fee for the visit and administering the injection is not covered.

1.2 GET SET

Book your travel

Visit the Travel Services [website](#) for information on how to book, pay and be reimbursed for your travel expenses. McGill has negotiated discounts with various suppliers (for university related travel) - you may save money. Check out the [list of suppliers](#).

What to pack?

Avoid setbacks by ensuring that you comply with all the restrictions applicable to checked luggage and carry-on items. The complete list of items allowed and prohibited for air travel are on the Canadian Air Transport Security Authority [website](#). If you are traveling with equipment there may specific requirements that require special arrangements.

Check online sources for packing [tips](#).

Weather

Become familiar with current and foreseeable [weather](#) conditions in your destination.

Cell phone coverage

Roaming fees outside of your area can be costly. Providers offer a variety of travel packages to minimize costs. If you are part of the University [Telus plan](#), it is not necessary to call for a travel bundle as the rates in place apply automatically when you begin roaming outside of Canada. Otherwise, contact your own cell provider to obtain package options.

Tips to reduce roaming charges (*other than putting your phone in airplane mode*):


- 1 Disable the data roaming function
- 2 Use Wi-Fi whenever available
- 3 Disable the fetch new data function

Insurance

The [Emergency Travel Assistance Plan](#) provides emergency medical coverage for all individuals covered under the [McGill Supplemental Health Plan](#) when travelling outside of Quebec. To be eligible for coverage, the provincial health coverage - [RAMQ](#) must be in effect. Some restrictions apply depending on your immigration status. Find more information on this topic on this [website](#). Ensure that you are covered for medical emergencies.

Gather all health insurance information

- 1 Record all important medical contact numbers and health insurance policy information
- 2 Inform yourself about the health insurance procedures to follow when seeking medical attention abroad
- 3 Print or download your Manulife Healthcare Card and familiarize yourself with your coverage. You can access your card on the [Manulife Plan Member Site](#) or on the [Manulife Mobile App](#). Sign in, navigate to "Quick Links" and choose "Benefits Card". The card should look like [this](#); it serves as your official private health care card, to be presented to medical service providers.

 *As a supplement to the above coverage, eligible travelers are protected with AIG for emergency medical expenses related only to war and terrorism*

Note: If you are insured with another provider, gather all the same information

- 4 Review your destination's specific health and safety warnings on the [Government of Canada travel advisory site](#)
- 5 If you incur a health-related expense during your trip – make sure you keep your receipts

Taking a road trip

Make sure both you and your vehicle are properly insured - visit this [webpage](#) for guidelines when renting a vehicle or when using your own vehicle for a university related activity

Registration

- 1 [Register with McGill](#) - all University travellers are required to register their trip through the H.R. registry
- 2 [Register with the Canadian embassy](#) – a free online service enables the Government of Canada to notify you in case of a natural disaster or civil unrest. The registration process is simple and only take few minutes to complete

Note: citizens of other countries should look to register with their government

Explore your destination in advance

Here are some tips to help you prepare:

- 1 A [map](#)[↗] - Locate the airport at your destination, your hotel, emergency services available in the area (e.g. hospitals, police) and the location of your planned activities
- 2 Find the 911 equivalent telephone number at destination
- 3 Find out about transportation from the airport to your location. Become familiar with the costs and means of transportation

Language

Look for pocket dictionaries to help you communicate at your destination. You can also download translation apps and dictionaries to your phone. These tools can significantly help you to get around and to avoid unnecessary misunderstandings. Google translate has an app for this - [iPhone](#) or [android](#)

Currency

There are many currency converters available online to help you navigate different currencies without unpleasant surprises; see for instance [Oanda](#)[↗].

1.3 GO


SecurXpress

SecurXpress. This service allows you to set-up a specific time to pass through security based on your flight departure time. Simply book your priority passage on this [website](#)[↗], show up at your appointed time at the SecurXpress line and away you go! This service is available for all departures, except USA bound flights. Find out more [here](#)[↗].

Flight status, airport conditions and more

You can check-in for your flight on the airline's website 24 hours or less prior to departure. If you need to track a flight, monitor the airport situation, check out [FlightStats.com](#)[↗].

 **Time zones**

If you are travelling to a different time zone, make sure to adjust the time on your watch. Find out what time it is at your destination [here](#) .

IN CASE OF AN EMERGENCY

Emergencies during McGill-related travel

In case of an emergency while travelling, McGill travelers should:

1. [Contact the entity](#) that can most quickly provide on-the-ground support. Depending on the situation, this could be their travel health insurance provider, travel booking company or consular services for their country of citizenship.

2. If they require assistance from the university:
 - a. Faculty and staff are encouraged to use normal channels of communication that are already in place within their Faculty or Unit

Or

- b. Students, faculty and staff can call McGill Security Services at [+1-514-398-3000](#). Security Services is available 24/7. Collect calls are accepted.

Security Services can:

- Provide basic information to travelers, such as
 - contact information for the McGill Health Plan or Vision Travel
 - embassy / consulate information

- Route calls that require additional response to appropriate university personnel

Refer to the [Travel Emergency Guide](#)

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