

Planning Your Travel on Behalf of Brock University

1

COMMUNICATION

- Review and communicate proposed travel plans with unit/department head or designated authority

2

REGISTRATION OF TRIP

Based on the Principal Traveller's discretion and the Government of Canada's **Travel Advice and Advisories**, the following four criteria should be used to determine the travel risk level:

- Geography
- Duration
- Activity
- Number of Travellers



Low-Risk Travel

- Complete the **Low-Risk TravelReady Form**



Medium-High Risk Travel

- Register trip in **MyTrips** (International SOS)
- Complete TravelReady Questionnaire

3

STAY IN TOUCH & SAFE TRAVELS

- Carry the **International SOS membership card**
- Keep your unit updated, check in as needed, and travel safely

