| **No.**  | **Activity** | **Status** |
| --- | --- | --- |
| **PRE APPROVAL: Traveler Setup**  |
|  | * Visit the [American Express Global Business Travel SharePoint Site](https://woodsideenergy.sharepoint.com/sites/SupplyPetdw/SitePages/American-Express-Global-Business-Travel.aspx) to learn how to book travel for your region.
 |[ ]
|  | * Verify that your AMEX GBT Travel Profile is up-to-date and current (e.g., passport details, emergency contacts, loyalty programs, etc.).
 |[ ]
|  | * Have a Corporate American Express card.
 |[ ]
|  | * Review travel related policies (i.e., [Business Travel Policy](https://petdw.sharepoint.com/%3Aw%3A/r/sites/HumanResources/Shared%20Documents/Heritage%20Woodside%20Policies/Conditions%20of%20Employment%20%26%20Employee%20Support/Business%20Travel.doc?d=w8954c8d0875a49e58bdfdd41a9802907&csf=1&web=1&e=FBMduF)).
 |[ ]
| **APPROVAL** |
|  | * Obtain travel reservation, including estimated costs from Amex. Remember – ticketing is not permitted until approval has been received.
 |[ ]
|  | * Complete a [PDW1Task Travel Authorization Form](https://pdw1task.petroleumdeepwater.com/Runtime/Runtime/Form/Travel%2BForm) (Pre-Trip), verify that you have necessary approvals and authorizations to travel, (domestic travel – approval by manager) (International Travel approval from appropriate Petroleum Leadership Team [PLT] member or their delegate).
 |[ ]
|  | * Advise manager if you intend to add personal travel (before, after or during) your business itinerary.
 |[ ]
| **POST APPROVAL: Planning for a Journey**  |
|  | * Review the current Travel Advisories and Security Risk Ratings advice applicable to your destination.
 |[ ]
|  | * If you are traveling to a high risk or remote area, (*that does not have a PDW presence or journey management process*) you must create a [Personal Safe Travel Plan](https://petdw.sharepoint.com/%3Aw%3A/r/sites/PETDW/PetrolHSE/_layouts/15/Doc.aspx?sourcedoc=%7BBFDFBD66-29B3-4C7E-8FA8-1B385BE90871%7D&file=PET-HSE27-SE-TEM-00001.docx&action=default&mobileredirect=true) (including setting up a required daily call emergency contacts). Forward copies to your line manager, host, and emergency contacts.
 |[ ]
|  | * Arrange for airport transfers (both to and from the airport). Make note of the name of car Transportation Company and driver who will be picking you up. (If remote or High Risk, you may reach out to Global Security for transportation assistance).
 |[ ]
|  | * If traveling to an operational site, have you notified your host or company representative of your intended visit?
 |[ ]
|  | * Arrange for all necessary Personal Protective Equipment (PPE) to take with you, or have you notified the site of your requirements?
 |[ ]
|  | * Verify your HUET and Offshore Medical Certificate are current (if necessary).
 |[ ]
|  | * Follow the PDW Medical Assessment Procedure.
 |[ ]
|  | * Determine whether the area you visit has Malaria. It is imperative that you understand what type is present and how to protect yourself, including anti-malarial drugs to suppress infection where appropriate. Your travel health professional will advise you individually, based on your risk profile.
 |[ ]
|  | * For international travel, ensure that you have completed a travel health consultation, to include country specific advice, vaccinations, and travel kits if appropriate.
 |[ ]
|  | * Arrange for any applicable visas. Verify your passport has at least six (6) months validity prior to travel and has at least two (2) full, flat pages available.
 |[ ]
|  | * Ensure your itinerary allows time for you to recover from fatigue/jetlag on arrival at your destination.
 |[ ]
|  | * Pack a flashlight should you need to evacuate from your hotel in an emergency.
 |[ ]
|  | * Ensure you travel with some form of communication so you can be contacted in case of emergency. (Company issued cell phone, personal cell phone).
 |[ ]
|  | * Pack a photocopy of the main pages in your passport, your vaccination record, prescriptions, driver’s license, and your credit card for reference.
 |[ ]
|  | * Prepare for any necessary departure tax (verify amount and currency). Verify if you will need local currency for purchases.
 |[ ]
|  | * Set your Out of Office message up in Outlook and record a revised greeting on your voicemail.
 |[ ]
| **WHILE TRAVELING**  |
|  | * Is your hotel room fitted with fire/smoke detectors or an alarm?
 |[ ]
|  | * Are all electrical power points in good, serviceable condition?
 |[ ]
|  | * Note where your nearest exit point is located. Verify if all exits are open 24 hours a day, seven (7) days a week.
 |[ ]
|  | * Locate the nearest fire extinguisher and fire escape.
 |[ ]
|  | * Note the local numbers for police, fire, and ambulance.
 |[ ]
|  | * Verify the door to your room is fitted with a secure, internal lock. If applicable, verify if there is locked access to a balcony.
 |[ ]
|  | * If hiring a car and self-driving, perform a complete check, including brakes, headlights, taillights, indicators, etc., prior to departing your departure point.
 |[ ]
|  | * Complete your daily call (if required) to the Petroleum ECC.
 |[ ]
|  | * Record any safety related issues.
 |[ ]
|  | * If unwell, contact the Global Health Assist, International SOS, and your Supervisor.
 |[ ]
|  | * Keep track of all receipts to enable your expenses to be processed.
 |[ ]
|  | * Have you made changes to your itinerary? If so, notify your local host, supervisor, and if necessary, emergency contacts.
 |[ ]
| **POST TRAVEL ACTIVITIES**  |
|  | * If you are taking a course of malaria prophylaxis, be sure to take them on schedule without missing doses for the full duration.
 |[ ]
|  | * Have you completed expenses?
 |[ ]
|  | * Have you reported any safety related issues to your local HSE representative?
 |[ ]
|  | * Have you notified your supervisor of your return?
 |[ ]