

# Preparing for Travel

## Before, During and After Your Trip

When you are planning a trip, prepare by reviewing the following tips and guidelines so you will be prepared in the event a medical situation occurs while you are abroad.

### Before Your Trip

Whether you are travelling for work or for leisure, be sure to do the following before you leave:

- Pack your health insurance information:
  - Sun Life coverage card
  - BC medical card
  - Medi-Passport brochure
  - Emergency help numbers
  - Family doctor's contact information
- Review your benefits coverage.
- Fill your prescriptions before you leave.
- If you have a medical condition, talk to your doctor before your trip. If you are pregnant, ensure you have your doctor's approval to travel.
- Provide family members and travelling companions with details of your health insurance.
- Check travel reports and health notices for your destination.
- Determine if you need immunizations and/or are required to carry vaccination certificates.

If you are travelling for work:

- Review the UBC Travel Policy.
- Review WorkSafe BC Coverage.

### During Your Trip

Whatever the nature of your trip, it is important to make the most of your experience. At the same time, always consider your personal safety and be aware of your surroundings.

- Keep any out-of-pocket records of expenses for medical services or supplies.
- Carry your Sun Life coverage card, BC medical card and the Medi-Passport cut out card in your wallet at all times.
- If you are carrying out field research or travelling to a venue for work, review WorkSafe BC guidelines.
- Should your travel destination become unsafe during your visit, check national travel advisories.

### After Your Return

Welcome home! If you had a medical emergency during your trip and paid for medical services or supplies out-of-pocket, you may qualify for reimbursement of these expenses, provided Allianz Global Assistance can confirm the circumstances of your emergency.

Visit <http://www.hr.ubc.ca/wellbeing-benefits/benefits/claims-forms/forms/> to download medical and dental expense claim forms.

If you have questions about submitting a benefit claim, call UBC Benefits at 604-822-6823.

## Important websites

Travel Benefits: <http://www.hr.ubc.ca/wellbeing-benefits/benefits/details/travel/>

Sun Life Member Site: <http://www.mysunlife.ca>

Medi-Passport: [http://www.hr.ubc.ca/wellbeing-benefits/files/medi\\_passport.pdf](http://www.hr.ubc.ca/wellbeing-benefits/files/medi_passport.pdf)

UBC Travel Policy #83: <http://www.universitycounsel.ubc.ca/policies/policy83.pdf>

Travel Advisories from the Dept. of Foreign Affairs and International Trade: <http://www.voyage.gc.ca/>

Travel Health Notices from the Public Health Agency of Canada: <http://www.phac-aspc.gc.ca/tmp-pmv/pub-eng.php>

WorkSafe BC: <http://www.worksafebc.com/>