



TRAVEL PACKAGE BINDER

CROSSCHECK SHEET

For each item below, please initial the 100% Box when everything has been fully completed and all is in order with an item.

	100%
Proposal submitted to LNSS	<input type="checkbox"/>
Transport Agency's travel baggage policies researched and information passed on to one and all.	<input type="checkbox"/>
Transport Agency's departure and entry requirements, researched and the information passed on to one and all. Only applies when traveling internationally.	<input type="checkbox"/>
Embassy or Consulate entry requirements, researched and the information passed on to one and all. Only applies when traveling internationally.	<input type="checkbox"/>
Travel/Health Insurance, everyone has been advised that they need this when traveling internationally.	<input type="checkbox"/>

	# Needed	# On File	100%
Codes of Conduct / Waiver Sheets (18 and Under) read, signed and witnessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Codes of Conduct / Waiver Sheets (19 and Over) read, signed and witnessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical Forms. This applies for everyone listed on the Roster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permission Forms. If and when applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate and Passport Number & Expiry Date. A copy of each must be on file for everyone listed on the Roster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel/ Health Insurance. A copy of the documented proof of insurance for everyone listed on the Roster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please be advised a 'Travel Sanction Request Application' cannot be submitted until the 'Travel Package Binder' is entirely completed. **Complete means complete no holdouts!**

KEEP PASSPORTS AND AIR LINE TICKETS SECURELY LOCATED AT ALL TIMES