

## MAITS Trip Checklist

*This checklist outlines the documentation to be completed at the various stages of your trip when receiving a grant from MAITS. For any queries, please contact [info@maits.org.uk](mailto:info@maits.org.uk)*

### Pre-Departure

1. Make sure you have read the documents in the 'Pre-Departure' section of the handbook.
2. Provide MAITS with the following:
  - Scanned copy of the Professional registration certificate (unless we already have a copy)
  - Original current DBS certificate
  - Signed Volunteer Agreement
  - Signed Code of Practice
  - Copy of identification page from your passport
  - Evidence of your travel insurance
  - Next of kin's contact details

Remember that you will need to make your own travel arrangements (flights, visa and any necessary vaccinations) and organise your own local transport and accommodation.

### During the Trip

Please use the documents provided in the 'During Trip' section of the handbook. Refer to the MAITS report format and example as you will need to gather specific information to complete this upon your return.

### Post Trip

Please refer to the documents in the 'Post Trip' section of the handbook.

Please send us:

- Your completed trainee feedback forms (sent to us by post or scanned to [info@maits.org.uk](mailto:info@maits.org.uk))
- The completed MAITS Trip Report along with photographs/video clips/interviews supported by consent forms
- Training timetable and any materials developed for the training that you are happy to share
- Your expenses claim form (complete with receipts)