

POLICY ON INTERNATIONAL TRAVEL BY EMPLOYEES



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POLICY ON INTERNATIONAL TRAVEL BY EMPLOYEES

1. INTRODUCTION

- 1.1 The University of Wolverhampton has a commitment to develop internationalisation, based on the need to respond to the changing national and international HE environment. It is proposed that there should be a major step change in the visibility, volume and impact of the University's EU and international activities. The aims of our strategy include the intention to achieve significant growth in international student numbers, both to study in the UK, on Trans-National Education (TNE) programmes and other innovative arrangements with overseas partners.
- 1.2 It is in the interests of every individual employee proposing to work or visit overseas on University business that they should give adequate and serious thought to their own health and safety and the likely conditions and situations that they are likely to encounter. The University has a responsibility to ensure it has adequate and effective management arrangements in place which are designed to protect the health and safety of its employees. However, it remains the responsibility of each individual employee to actively participate and co-operate with the University in the execution of its responsibilities. Of utmost importance is the requirement that all individual employees embarking an overseas trip should take heed of the advice training, instruction and guidance given to them and to act upon it.

2. POLICY AIMS AND OBJECTIVES

- 2.1 The aim of this policy is to inform employees of the issues they need to consider to ensure a trouble-free experience while working overseas on behalf of the University. Of paramount importance are the health, safety and resource implications of work-related travel, and this policy document endeavours to put into place procedures which control the risks and resources associated with working and travelling overseas.
- 2.2 Planning for and dealing with the risks of travelling and working abroad are key to ensuring the safety of those working outside the UK.
- 2.3 This policy sets out measures to help protect the health, safety and welfare of the employee working outside the UK and sets out controls to ensure that the trip is in line with the institution's strategic aims and is an effective and economical use of University resources.

3. SCOPE OF POLICY

- 3.1 This policy applies to all employees at all levels within the organisation undertaking all types of work including trips not funded by the University but are undertaken as a result of the employee working at the University of Wolverhampton. It provides essential guidance to employees planning an overseas visit and to their Line Managers.
- 3.2 This policy covers employees who are undertaking short term (less than 3 months) trips overseas it does not cover the travel of employees where they are considered to be resident overseas.
- 3.3 There are separate guidelines for travel undertaken by students, e.g. field visits.

4. DEFINITIONS OF WORK OVERSEAS

4.1 Any practical work-type activity carried out by employees for the purpose of teaching, marketing, enterprise or research in countries other than those of the United Kingdom. Such work-based activities could include recruitment visits, attendance at conferences, business meetings, research in overseas countries and teaching overseas, for example:

- Delivery of academic programmes, examinations, graduations overseas
- Visiting TNE partners including Flying Faculty
- Attending and/or participating in conferences and seminars
- Building and nurturing relationships with overseas partners, agents and Regional Heads
- Active participation in marketing the University
- Representing the University at British Council events overseas
- Validation of overseas provision of education
- Research projects

The above list is not exhaustive but is indicative of the overseas work-based activities in which employees of the University could be involved.

5. RISK STATEMENT

If the Foreign and Commonwealth Office (FCO) is advising against all but essential travel to an area then University employees **must not attempt to travel to or through** those areas.

All travel not falling within the above definition is considered on a case by case basis with significant residual risks being referred to the Dean of the Academic Faculty or Director of the Corporate/Support Department and, if permission is granted at this level, to OVC for approval.

6. APPROVAL PROCESS

- 6.1 All employees intending to travel overseas on University business must obtain approval for this prior to making any related arrangements or commitments. Failure to obtain approval prior to arranging travel is a serious breach of the policy and will be addressed under the University's Staff Disciplinary Policy. This may also result in the employee not being covered by the University's Travel Insurance and render them ineligible to claim any expenses.
- 6.2 All international travel must be justified and the employee able to demonstrate that the proposed journey fits with the academic and business strategy of the University, is proportionate to the anticipated outcomes, that alternative arrangements such as video-conferencing are inappropriate and that the most economic and effective travel and accommodation arrangements will be made.
- 6.3 It is expected that air travel for all employees will be economy class – any exception to this must have written OVC approval.
- 6.4 The rationale for the travel and the related costs should be set out in the University's Overseas Travel Approval Form (INT01). The following areas should be outlined in detail:
- Travel destination and dates;
 - Overall purpose of travel and the benefits that incurring this expenditure will bring to the University;
 - How the travel and other related expenditure will be funded – e.g. external grant, overseas partner, internal funds, etc.;
 - A breakdown of the costs of the trip into relevant categories such as flights, accommodation, food and onward transport. The costs for the trip should be provided by the University's contracted Travel Management Company.
- 6.5 This form shall be approved by the individual's appropriate Line Manager, the Dean of the Academic Faculty or Director of the Corporate/Support Department and then submitted to the Director of International for authorisation.
- 6.6 Forms must normally be submitted to the Director of International at least 28 days before the intended date of travel to allow adequate consideration of the business case.
- 6.7 Prior to travel the employee must complete the University's Overseas Work/Travel Checklist/Declaration (INT02) and the University's Business Travel Insurance Certificate in conjunction with their Line Manager to ensure that all up to date risks have been assessed.

7. ROLES AND RESPONSIBILITIES

7.1 This policy follows the principles of responsibility outlined in the University of Wolverhampton's Health and Safety policy. However, the following detail applies in addition:

Employees/Travellers are responsible for:

- Taking care of their own health and safety whilst undertaking off-site visits and not compromising the safety of colleagues with whom they may be travelling.
- Utilising the systems in place for managing such visits with their Departments
- Undertaking a suitable and sufficient risk assessment prior to each overseas trip, taking account of up to date information.
- Notifying the University that you have arrived at each stage of your journey.
- Feeding back any concerns to the University at an appropriate point either during or after the visit
- Feeding back information regarding health and safety or security issues which have taken place during their visit, both for the purpose of recording such incidents and for the purpose of enabling intelligence to be communicated to colleagues undertaking similar overseas visits.

Line Managers are responsible for:

- Ensuring that a suitable management system is in place which reflects the requirements of this policy; also that such a system is regularly monitored.
- Ensuring that, as part of the management system in place, a suitable and sufficient risk assessment (INT04) is completed prior to each overseas trip, taking account of up to date information and highlighting to the Director of International where a "red" or "amber" residual risk is identified.
- Ensuring that employees who undertake travel as part of their work are suitably trained, knowledgeable about their destination and sufficiently experienced to do so.

- Ensuring that employees are allowed a suitable and sufficient amount of rest time following their return from an overseas trip.
- Responding to incidents and formal feedback reported by returning employees on the Visit Report (INT03)
- Taking suitable action to manage incidents which may arise involving University employees

Deans of Academic Faculties and Directors of Corporate/Support Departments are responsible for:

- Ensuring that an appropriate system is in place to consider the adequacy of risk assessments carried out by line managers
- Ensuring that a robust system is in place to manage employees who may be off-site within all their areas of control
- Receiving reports of significant residual risks and making considered decisions on their acceptability involving the Health & Safety Department and other professional staff, as appropriate, in accordance with the H&S policy

The Finance Director is responsible for:

- Selecting a suitable travel management company, taking into account health and safety considerations e.g. the availability of a 24 hour help line, passenger tracking information, the facilitation of accommodation health and safety check.
- Providing a contact point to receive updates from travel insurance providers and travel management companies and ensuring the intelligence they provide is made widely available to employees
- Arranging overseas travel insurance on behalf of the organisation and publishing the level of cover
- Ensuring there is a robust process in place for the advance and payment of expenses associated with overseas travel on University business.

The Director of Human Resources

- Ensuring Staff Development Unit continue to work actively with the Health & Safety Department to ensure the development and delivery of appropriate health and safety training and guidance.

The Director of International

- Acting as the owner for the University's Policy On International Travel By Employees and ensuring that it is regularly reviewed and kept updated
- Establishing the risk statement in relation to overseas travel and for considering this statement when strategic decisions are made in relation to work overseas
- Considering any requests for overseas visits where the risk assessment (INT04) has identified a "red" or "amber" residual risks exist or where requests are made to travel to areas outside the published risk statement
- Approving applications from employees to undertake overseas travel on University business, having been assured of the business criticality of the purpose for travel and the steps taken to minimise risks of those employees undertaking the travel.
- Initiating a suitable response to safety alerts received in relation to overseas destinations.

8. WORKING HOURS

- 8.1 It is expected that employees will take reasonable rest periods and will not work excessive hours which could be detrimental to their health (see also s12.9).

9. PAYMENT OF EXPENSES RELATED TO TRAVEL

9.1 Methods of payment

All employees intending to travel overseas on University business must obtain prior approval in order to claim travel and subsistence expenses and it is University policy that such expenses are reimbursed via payroll.

Once approval is given, the University requires that arrangements for the payment of travel (flights etc.) and accommodation must be made in advance with the University's contracted Travel Management Company.

Expenses relating to trips abroad will be paid either by means of a daily allowance, claims based on actual costs reimbursed via payroll, or by using a University Purchasing Card. In all instances expenditure must be fully supported by receipts. The choice of a daily allowance or actual costs reimbursement must be made before the trip.

Travel advances are available for employee travel in excess of 3 days and are paid to cover travel, subsistence and related expenses. They are not available for flight costs and not normally available for employees claiming a daily allowance.

Employees who are travelling in respect of Externally Funded Projects cannot apply for a daily allowance as expenses claims against Projects have to be substantiated with the actual receipts.

Full guidance on this is available via the University's Travel and Subsistence Regulations document on the Finance Department's webpages at:

http://www.wlv.ac.uk/staff/services/finance/departmental_services/payroll/travel_and_subsistence.aspx

9.2 Expenses the University will pay or reimburse

As with travel within the UK, the University will pay or reimburse expenses that are wholly, exclusively and necessarily incurred for business purposes.

All expenditure which is claimed via the expenses system, incurred on a Purchasing Card or incurred using an advance must be receipted. Employees will be expected to submit these receipts upon return.

Under exceptional circumstances it may not be possible to obtain official receipts for all expenses incurred. Such items should be listed in the appropriate area of the relevant form (or on the Purchasing Card system when coding the transaction). These items will be subject to tax unless an appropriate justification can be given.

Whilst the University cannot outline guidance on every scenario or type of expenditure, employees are expected to apply "common sense" when determining if a cost is appropriate.

Guidance on allowable and non-allowable subsistence expenses can be found in Appendix B of the Travel and Subsistence Regulations at:

http://www.wlv.ac.uk/staff/services/finance/departmental_services/payroll/travel_and_subsistence.aspx

9.3 Taxation

The requirement for the submission of receipts for any and all expenses is the same for travel overseas as it is for travel within the UK. Unless, as stated above, an appropriate justification cannot be given as to why no receipts are attached for an expense, then such expense will be subject to tax.

Employees should also be aware that some countries, such as China, require individuals working within their jurisdiction to register with their tax authorities. The International Centre will ensure that any employees travelling to such countries are properly registered prior to travel, but it is, therefore, vital that all destinations are listed on the approval form to facilitate this.

10. INSURANCE

- 10.1 The University has travel insurance cover in place for its employees travelling overseas on University business. It is a requirement under the University's Travel Insurance Policy that the Insurance Officer is supplied with a Business Travel Insurance Certificate for those individuals who require travel insurance. A copy of the completed Certificate should be retained by the traveller as this is their only evidence of cover. If such notification is not provided to the Insurance Officer, the insurance cover may be compromised.
- 10.2 A copy of the required the University's Business Travel Insurance Certificate and the Chubb Assistance E-card can be found on the Finance Department's web pages, Forms for Download section:
http://www.wlv.ac.uk/staff/services/finance/forms_for_download.aspx
- 10.3 The medical expenses cover provided under the University's Travel Insurance Policy is not a full health insurance; it will only cover emergency treatment and associated expenses. Routine, preventative or other elective treatments are not covered. Pre-existing medical conditions are covered if travel is being undertaken in line with medical advice. Cover is not provided for anyone travelling against medical advice or for the purpose of undertaking treatment.
- 10.4 Should any employee require any major emergency medical assistance whilst abroad, they should contact Chubb Medical Assistance using the contact details on the University's Business Travel Insurance Certificate and the Chubb Assistance E-card. All receipts, doctor's notes etc. must be retained as evidence of expense.
- 10.5 Any claims for minor emergency medical expenses, loss/damage to luggage/personal effects or the like can be dealt with upon return to the University by contacting the Insurance Officer. All receipts should be kept, especially if essential items need to be bought as temporary replacement for

items lost/stolen, and in the event of theft of belongings a copy of the report to local police must also be supplied.

10.6 Employees are reminded that the University's Travel Insurance Policy may be invalidated if travel proceeds against specific FCO advice. (See para 5. RISK STATEMENT)

10.7 The University's Travel Insurance Policy does not provide cover for the hire of motor vehicles whilst in a foreign country or cover whilst undertaking dangerous sports.

10.8 There is no travel insurance in place for any trips that take place to UK destinations.

10.9 Further information on the University's Travel Insurance Policy is available by contacting the University's Insurance Officer.

11. RISK MANAGEMENT

11.1 Risk Assessment

A suitable and sufficient risk assessment(s) **must** be carried out for all overseas travel by the individual or lead member of staff. The nature and complexity of the risk assessment will vary with the type of activity being undertaken, and therefore should be proportionate to the level of risk identified

The risk assessment should consider the following:

- Information from the Foreign and Commonwealth Office,
- Previous knowledge from colleagues familiar with the area/region,
- Information from University approved travel agents,
- Local culture/customs
- Individual factors e.g. health considerations
- Contacts in the place being visited.

(This list is not exhaustive and should act as a guide only, staff should contact the University International Office for advice on local information)

A sample Overseas Travel Risk Assessment Flowchart and a Risk Assessment Profiling Tool can be found as INT04. Further information and guidance on risk assessments is available from the Health and Safety Department's intranet page: http://www.wlv.ac.uk/staff/services/hsd/risk_assessments.aspx .

Approval of any overseas travel risk assessments should be undertaken by the appropriate Line Manager, ultimate accountability remains with the Dean of the Academic Faculty or Director of the Corporate/Support Department.

The findings and conclusions of the risk assessment should be communicated to all participants, following approval by the Line Manager.

Risk assessments should be reviewed and updated on arrival at the overseas destination by the individual or lead member of staff should any additional hazards become apparent. This dynamic risk assessment could include:

- Changes in travel arrangements
- Changes in accommodation
- Political situation
- Environmental conditions

11.2 Training and Information

Any training requirements of those participating in overseas travel should be clearly identified by the individual employee or lead member of staff and the necessary training, instruction and information provided. Appropriate records should be maintained.

Employees undertaking overseas travel on behalf of the University are required to cooperate with the University in the execution of its responsibilities and comply with this and associated guidance on international travel.

11.3 Monitoring and Review

Effective management of overseas travel requires review and feedback. It is important to learn from experiences, and a post trip debriefing should follow each trip overseas, this should include reference to safety issues including accidents, incidents and near misses identified during the trip.

Post overseas visit feedback should be communicated to the International Centre to inform future trips.

Employees are encouraged to record observations during the trip to inform the post trip review.

12. HEALTH AND WELL BEING MATTERS

12.1 Line Managers should ensure, as far as reasonably practicable, that employees travelling on University business take advice on the potential health risks associated with overseas travel. The University must be satisfied that the employee:

- is medically fit for travel,
- complies with any health standards laid down for entry into a specific country or countries
- has had any required vaccinations and inoculations and that these are still current

12.2 Planning the trip

When planning an international trip, the health, safety and wellbeing of the employee must be considered of paramount importance. In order to ensure that the trip is as far trouble free and as stress-free as practicably possible, consideration must be given to a number of factors. The FCO status of the destination must be considered, as well as administrative issues such as the validity of passports, visas, regulations, etc.

12.3 Inoculation and vaccinations

It is important that the employee makes themselves aware of the advice regarding vaccinations required for their intended destination and must ensure they are adequately covered by the relevant up-to-date inoculations and vaccinations required for travel to that destination. Any additional costs will be covered by the University.

Employees should be aware that some vaccines may take over a month to complete, so appointments with your GP should be made in good time and at least 6 weeks prior to travelling.

12.4 Prescription medicine

Prescription medications prescribed in the UK are outside the scope of the provisions of this policy. It is the employee's responsibility to ensure that they take ample supplies if they require any medication which has been prescribed of them in the UK. Drugs taken from home should always be covered by a medical certificate that they are certified for personal use and it is the employee's responsibility to ensure such a certificate is obtained and carried with them when they travel.

Be aware that certain countries have specific regulations that may prevent you from taking some medicines into the country e.g. Dubai.

12.5 European Health Insurance Card

All employees who are nationals of a European country should ensure that they have an up-to-date European Health Insurance Card (EHIC) as this will need to be presented to the medical institution in Europe in the event that they need medical attention. If an employee is unable to present an EHIC card, this can adversely affect the health cover under our University's insurance policy and could expose a risk to the individual of being personally liable for medical care costs. An EHIC can be obtained online from www.ehic.org.uk

12.6 Musculoskeletal problems

Employees with back problems should be aware of the risks such as long haul flights, travelling on uneven roads and carrying excessive luggage and

equipment on overseas trips. If these risks apply, they should be addressed within the Risk Assessment and controls put into place.

12.7 GP advice

Any employee who is required to travel on any work related matter should not do so if their GP has advised against this. Any employee who is concerned about their ability to travel should seek their GP's advice before travelling.

12.8 Illness acquired while travelling

Some diseases acquired overseas only become apparent after you return to the UK. It is particularly important to see your GP to have investigations into any feverish or diarrhoeal illnesses that develop for up to three months after an overseas trip.

12.9 Avoidance of fatigue

Employees should ensure that they have adequate rest before, during and after their trip and the University recommends that the necessary rest periods are taken during international business travel and these should be appropriate to the nature, destination and duration of the trip.

When considering an itinerary for international travel, the following should be regarded as good practice:

- If possible, no appointments should be made on the day of travel where the total duration of travel is more than 6 hours
- Itineraries should take account of travel time, mode of travel, hardship of travel and allow for meal breaks.
- where working days are likely to significantly exceed 7.5 hours, consideration should be given to the potential for tiredness and fatigue when arranging the itinerary for the following day.
- Recruitment trips should not routinely exceed two weeks, although there may be reasons why this may be extended to a longer stay on occasions.

12.10 Debrief following return to the UK:

It is important that a debrief takes place with the Line Manager following a return to the UK after an overseas trip. This may not be necessary if the time overseas was short, e.g. attendance at a conference. However, lengthy trips overseas, those to remote or less developed parts of the world or those which proved to be problematic should be discussed at a debrief meeting.

A mechanism should be in place to manage any incidents which are reported during or after an overseas visit. Examples might be threatening behaviour, ill

health, poor standards of accommodation, etc. As a result of the information received at debrief meetings, changes can be made and local intelligence can be shared with colleagues.

The impact on the employee of any negative experiences while overseas can be discussed during a debrief meeting and support can be offered to the employee, if necessary, e.g. Staff Counselling, Occupational Health.

If an incident has occurred, employees should contact the Insurance Officer or Health and Safety Department following their return for advice. In addition, the risk assessment in place should be reviewed and may need to be changed in the future. It may be that a formal investigation is required so that improvements may be implemented across the University.

13. IMPACT OF THE BRIBERY ACT AND THE UNIVERSITY GIFTS AND HOSPITALITY POLICY

The Bribery Act came into force on 1 July 2011. This Act makes the “receiving or requesting a bribe” an offence which can lead to severe consequences for individuals and the University such as unlimited fines and up to 10 years in jail. Bribery is defined as:

“offering, promising or giving of financial or other advantage with the intention of inducing a person to carry out their business improperly in breach of what a reasonable person would expect”.

It is therefore particularly important that all employees read the University’s Gifts and Hospitality Policy which sets out the procedures the University have put in place to ensure that it has appropriate and adequate arrangements to prevent bribery. This is particularly important for employees travelling overseas given that travel may take place to countries where it is culturally insensitive to refuse a gift or hospitality. i.e. a payment or similar which induces an individual or organisation to act improperly.

Full details about the University's policy on hospitality and gifts can be found in the Anti-Bribery Policy which can be accessed at:

<http://www.wlv.ac.uk/staff/pdf/Anti-Bribery%20Policy%20v2%20UoW.pdf>

14. RECORDS MANAGEMENT STATEMENT

The records associated with this policy are controlled, created, stored and disposed of in line with the University’s Records Management guidelines and procedures.

The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University’s Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

TRAVEL TIPS

To help avoid health problems see below some examples of simple precautions that can be taken whilst travelling;

Before you go:

- Check the FCO website the day before your visit to ensure your destination is safe to travel.
- Make sure you have a signed, valid passport, and an appropriate work/business visa, if required, and fill in the emergency information page of your passport.
- Leave copies of your itinerary, passport data page and visas with your Line Manager and family or friends, so you can be contacted in case of an emergency.
- Research the country of your destination; take advice from those who are more experienced in the country.
- Where applicable consider the cultural customs so as not to unnecessarily offend.
- Familiarize yourself with local conditions and laws, whilst in a foreign country, you are subject to its laws.
- Ensure you have emergency contact details, some cash and credit cards (stored separately in case of theft)

While you are away:

Personal Safety; Take precautions to avoid being a target of crime,

- Do not wear conspicuous clothing or jewellery and do not carry excessive amounts of money.
- Do not carry large amounts of money or valuables.

Hotels; In accommodation provided,

- Keep your passport and travel documents on your person – do not leave them in the room
- Always put valuables in the hotel room safe. If your room does not have a safe, ask at reception to see if they provide a safe facility
- Avoid putting the 'please make up my room' sign on the door when you go out – this is a tell-tale sign that your room is vacant
- Familiarise yourself with emergency provisions within your accommodation, locate your nearest exit and fire extinguisher

Taxis; Where possible travel by taxi as opposed to walking the streets with a map and/or luggage,

- Ask your hotel to call a taxi for you
- Have the address of your destination or hotel written in the local language
- When calling a taxi, ask what colour the car will be and wait indoors for it to arrive
- Compare the face of the taxi driver to the photo license

Driving; If not using our contracted Travel Management Company (TMC), where possible select reputable companies from which to hire drivers and vehicles,

- Only drive if absolutely essential and ensure you hold a full valid international driving licence
- If possible avoid driving at night and or travel by moped or motorcycle, check for seatbelts and be aware of risks

Skin Protection;

- If possible avoid midday sun.
- Use a sunscreen and cover skin where possible with appropriate clothing.

Blood Borne Diseases / Sexual Health;

- Reduce the risk of blood borne diseases by taking sterile kits and not participating in unprotected sexual intercourse.

Insect and Animal Bites; A variety of tropical diseases are carried by insects, especially Mosquitoes and Ticks. Check which types of risks are specific to your trip

To avoid insect bites;

- Use insect repellents
- Cover exposed skin with loose, long clothing
- Use nets, knock down sprays in rooms
- If bitten thoroughly cleanse the area and seek medical advice as soon as possible. If Rabies is a risk, post exposure (bite) vaccination is required as soon as possible

Food and Water; Strict food and water hygiene methods should be adhered to at all times as food and water can expose travellers to a range of bacteria, viruses, parasites and other causes of illness.

- Always wash hands with soap and water before eating and after using the bathroom when travelling
- Do not eat undercooked meat when traveling unless the source is trustworthy
- Only drink bottled water
- If bottled water is unavailable boil or sterilise water
- Carry water treatment drops if it is not possible to boil water while traveling
- Avoid ice in drinks

Dealing with an emergency:

- Remember to take the University's Business Travel Insurance Certificate and the Chubb Assistance E-card, wherever you go
- Employees already overseas when a local situation arises/changes should contact the University TMC on the emergency number given
- Keep the University informed through your Line Manager about any difficult situations you may be experiencing

When you return:

- Report any accidents, incident or near misses when you get back or during reporting in procedures.

Information Sources

The Foreign Office and the Travel Management Company dealing with the booking will be able to provide information on the necessary vaccinations, local politics, areas to avoid etc. Travel agents are obliged to provide this information.

The Foreign and Commonwealth Office carries up to date travel advice for over 200 countries. It should be used as the basis for informing all those travelling on University business of the risks that they may face.

If access to the internet is available the following pages referring to health, travel and personal safety can provide useful information.

<https://www.gov.uk/foreign-travel-advice>

<http://www.fcosservices.gov.uk/eng/index.asp>

<http://worldwise.geography.org.uk/>

<http://www.fitfortravel.nhs.uk/home.aspx>

<http://www.suzylamplugh.org/personal-safety-tips/>

http://www.keytravel.com/tool_kit/travel_tips

<http://www.statravel.co.uk/travel-checklist.htm>

INT01 - OVERSEAS TRAVEL/RESEARCH/CONFERENCE AUTHORISATION FORM

Please complete this form at an early stage in planning your overseas trip as overseas travel **must** not be undertaken without prior approval of your Line Manager. The form should then be forwarded to your Dean of Academic Faculty or Director of Corporate/Support Department and then to the Director of International, as all overseas travel **must** be approved prior to the confirmation of any travel arrangements.

Failure to obtain approval prior to arranging travel is a serious breach of the policy and will be addressed under the University's Staff Disciplinary Policy. This may also result in the employee not being covered by the University's Travel Insurance and render them ineligible to claim any expenses.

A copy of this form should also be kept to attach to each Expenses Claim form presented to Finance for the overseas travel.

Notes:

- Support for overseas travel may come from a single budget holder or be shared between two or more. Each contributing budget holder should sign separately.
- Early completion of the Overseas Travel Authorisation form enables the University of Wolverhampton International Centre to be in contact with the employee travelling, as there may be further opportunities to maximise the potential to the University of the Overseas Visit to be undertaken.
- Every individual who undertakes overseas travel is required to submit a Debrief/Feedback report to their Line Manager on their return. This should also be copied to University of Wolverhampton International Centre.
- Before travel – Leave confirmed itinerary, contact details with your Line Manager/Faculty Administrator. Please include passport number and name and contact details of next of kin for each traveller.
- Further information about travel destinations is available on from our insurers [Chubb Insurance](#).

UNIVERSITY OF WOLVERHAMPTON
INT01 - OVERSEAS TRAVEL/RESEARCH/CONFERENCE AUTHORISATION FORM

Contact Details

Name:	
Faculty/School/Department:	
Work Phone Number:	
Mobile Number:	

Visit Details

Country(ies) and Region of Destination		
Dates of Visit	From:	
	To:	

Rationale for Travel

Aims & Objectives		
What will be the specific outcomes of the trip and how will these benefit the University?		
Is this visit included the country's annual visit schedule and agreed with the IC?	Yes	No
If not, what is the reason?		
Is the visit for teaching only?	Yes	No
If No above please attach the previous visit report		
If the previous visit report is not attached please explain why not		

Proposed Itinerary

Date	Location	Activity	Contact

Finance Information

Approximate Costs (including the Cost of Staff Time)	
Travel Costs:	
Hotel Costs	
Meals:	
Registration Fees:	
Other Costs:	
Staff Time Cost:	
Estimated Total Cost:	
Relevant Work Order Number:	

Approval Process

I certify that I have read and understood the University of Wolverhampton Policy on International Travel by Employees, confirm that I will comply with it and a suitable and sufficient risk assessment has been completed.	
Signature of Individual Requesting Overseas Travel Authorisation:	
Date:	
Signature of Line Manager(s):	
Date:	

I certify that I authorise the proposed visit as outlined above and in accordance with the University of Wolverhampton Policy on International Travel by Employees.	
Dean of Academic Faculty or Director of Corporate/Support Department:	
Date:	
Signature of Director of the International Centre:	
Date:	

Failure to obtain approval prior to arranging travel is a serious breach of the policy and will be addressed under the University's Staff Disciplinary Policy. This may also result in the employee not being covered by the University's Travel Insurance and render them ineligible to claim any expenses. Once this form is approved and signed a copy is to be sent to the Payroll team in Finance.

INT02 - OVERSEAS WORK/TRAVEL CHECKLIST/DECLARATION

Name:	
Faculty/School/Department:	
Dates of Visit	From:
	To:

Statement of Traveller

I can confirm that:

A suitable and sufficient risk assessment covers the proposed travel and in-country work. Risks have been reassessed immediately prior to departure and discussed with my Line Manager, if altered.

The visit does not entail any high risk activities or activities which can be reasonably foreseen to present significant hazards

I have read and taken note of the University of Wolverhampton's Policy on International Travel by Employees

I have completed and had authorised the INT01 form.

I have sent a copy of the University's Business Travel Insurance Certificate to Insurance and have retained a copy of the Insurance Certificate and the Chubb Assistance E-card and will take them with me on the trip.

I have consulted my GP and am taking all obligatory and advisory preventative medication

I am aware of current Foreign Office advice on the country I propose to visit, which is as follows:

I have left a copy of my passport, detailed itinerary and next of kin details with my Line Manager.

I am aware of all current Customs/Entry requirements for the country I propose to visit.

Signature of Individual Undertaking Overseas Travel:	
Date:	
Signature of Line Manager(s):	
Date:	

This checklist/declaration must be retained by the Line Manager

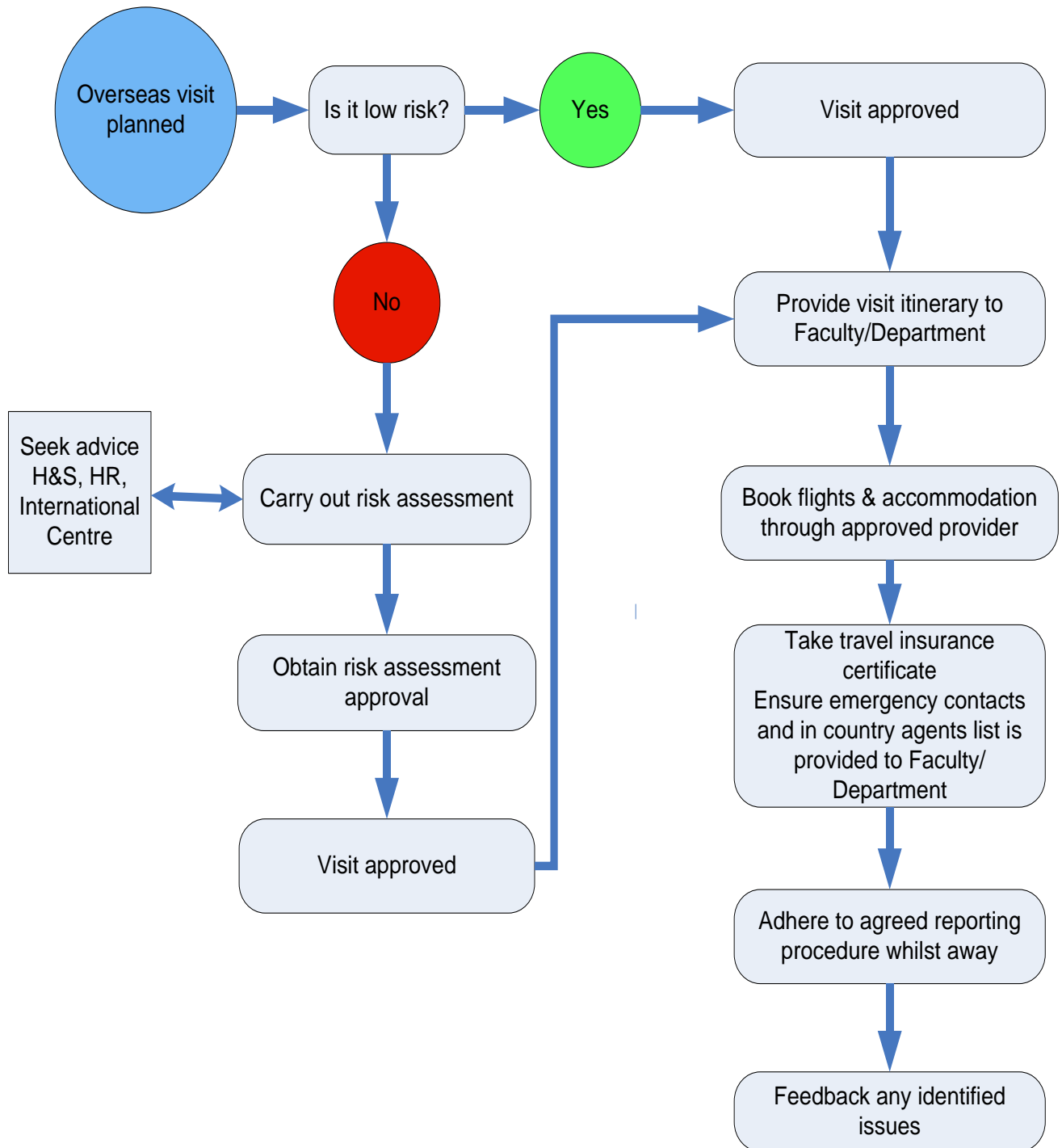
UNIVERSITY OF WOLVERHAMPTON

INT03 - VISIT REPORT

Name:	
Faculty/School/Department:	
Dates of Visit	From:
	To:
Persons seen/met:	

Meeting(s) Details/Teaching Undertaken		
What were the outcomes of the meeting/achievements in the teaching and how will these benefit the University?		
Are there any actions that need to be taken by the University?		
Further contact, concerns regarding Health & Safety etc.....		
Were you presented with any gifts during your visit?	Yes	No
If Yes above please provide details.		

INT04 – INTERNATIONAL TRAVEL RISK ASSESSMENT FLOW CHART



INT05 - RISK ASSESSMENT FOR OVERSEAS TRAVEL

How to use the Risk Assessment Profiling Tool

The aim of the risk assessment profiling tool is to identify any risk areas which pose a **significant risk** when travelling overseas. Any risk areas identified as high or medium should be considered as posing **significant risk** to the overseas trip and will require a further more in depth review to ensure adequate control measures are in place.

You are required to think carefully about specific risk areas which maybe applicable to your overseas trip, suggestions have been provided in column 1 (risk area) you should then consider if they are likely to pose a **significant risk** to your overseas trip.

Should all identified risk areas be low risk, as per the risk profiling tool, the overseas trip can be considered as posing **insignificant risk**. In this instance this document can be considered as suitable and sufficient and be used to document, sign off and approve the risk assessment see page 3. A copy of this document should be kept with the Faculty/Service Department.

Only risk areas identified as high or medium (column 3) on the risk profiling tool will require a further more in depth review to ensure adequate control measures are in place and a risk assessment form should be completed (see link below to University risk assessment template)

http://www.wlv.ac.uk/staff/services/hsd/risk_assessments.aspx

Risk Area	Indicators	Risk Profile
Travel and transport	<ul style="list-style-type: none"> Significant travel to reach destination, prolonged or on local transport facilities known to be high risk (poor driving or vehicle safety standards). Demanding travel during the overseas visit. Requirement to drive in unfamiliar vehicles. 	High
	<ul style="list-style-type: none"> Night travel Long daily commuting requirement. Requirement to drive familiar vehicle in reasonable conditions. 	Medium
	<ul style="list-style-type: none"> Comfortable daily commute, no significant travel. No driving associated with the overseas visit 	Low
Location and/or regional	<ul style="list-style-type: none"> Significant risk of civil disorder, crime, kidnap or similar danger. Unavoidable lone or remote working in proximity to significant risk. Medical and rescue services not available quickly or locally. Means of communication likely to be difficult or compromised. 	High
	<ul style="list-style-type: none"> Higher than normal risk of civil disorder, crime, kidnap or similar danger. Delays likely in communication. Overseas trips to areas identified as low risk by the FCO 	Medium
	<ul style="list-style-type: none"> Overseas visits in Europe with no further significant risks identified. 	Low
General/ Environmental health	<ul style="list-style-type: none"> Regional/local health risks which require mandatory and specific health protection measures e.g. inoculations. Very hot or very cold working conditions. 	High
	<ul style="list-style-type: none"> Regional/local conditions require some precautionary measures, e.g. optional inoculations against diseases. 	Medium
	<ul style="list-style-type: none"> No significant environmental health risks. 	Low
Individual	<ul style="list-style-type: none"> Personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may increase the risk of illness or accident during work-related activity even following adjustments. The knowledge, understanding, and skills of the individual are low for the type of overseas visit to be undertaken. 	High
	<ul style="list-style-type: none"> The individual has personal factors (e.g. health, disability, pregnancy, linguistic or cultural) which may require specific adjustments or support during work, or in social interactions at work. 	Medium

	<ul style="list-style-type: none"> The individual has no long-term medical conditions or disability likely to cause episodes of illness or require specific support whilst overseas. The individual has relevant knowledge, understanding and skills for the type of overseas visit. 	<p style="text-align: center;">Low</p>
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Task	<ul style="list-style-type: none"> Undertaking tasks with hazards that have potential to cause permanent injury or fatalities, during the overseas trip including: <ul style="list-style-type: none"> ➤ Construction site with work at height, dusts, moving machinery, electrical systems. ➤ Operation of machinery with mechanical hazards such as high speed rotating parts, crushing or entanglement risks. ➤ Laboratory work with toxic/hazardous materials. ➤ Work with animal bedding or large or dangerous animals Activities requiring specific licences or qualifications (e.g. diving, flying aircraft). Individuals overseas who do not have access to professional health and safety advice. 	High
	<ul style="list-style-type: none"> Undertaking tasks in proximity of high risk factors (but not directly with them). 	Medium
	<ul style="list-style-type: none"> Office work or other low hazard environments and activities. 	Low
Insurance limitations	<ul style="list-style-type: none"> Locations, activities and/or circumstances that are excluded from the University of Wolverhampton travel and other insurance cover. 	High
	<ul style="list-style-type: none"> Locations, activities and/or circumstances that require prior acceptance from the University insurers before being covered. 	Medium
	<ul style="list-style-type: none"> Locations, activities and/or circumstances that are automatically included in the University's insurance cover. 	Low
Other (areas identified by the Faculty or Service Department)	<ul style="list-style-type: none"> UPDATE INDICATORS HERE 	High
	<ul style="list-style-type: none"> UPDATE INDICATORS HERE 	Medium
	<ul style="list-style-type: none"> UPDATE INDICATORS HERE 	Low

Completed by <i>(To be signed by traveller/ trip leader)</i>	Date completed
Approved by <i>(To be signed by appropriate line manager)</i>	Date approved
Review date <i>(If applicable)</i>	

