Overseas Travel – on line notification form – paper version

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| **PART A - These questions are about the person who is travelling.** Please enter the following details:  |
| First Name |  |
| Surname |  |
| Traveller email |  |
| College / Department |  |
| Are you a member of staff or Student | Staff / Student |
| Staff number / Payroll Number(if traveller is a member of staff) |  |
| Student number / Banner ID(if traveller is a student) |  |
| Nationality (that appears on your passport) |  |
| Do you have medical advice not to travel?If the answer is YES please contact the insurance officer as the University Insurance is not provided to individuals who have medical advice not to travel. | Yes / No |

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| **PART B These questions are about the destination and purpose of travel.** Please complete for each country of travel. Please note that you must complete a copy of this form for EVERY country you are travelling to. |
| Country |  |
| Area / Region / State |  |
| Nearest City/ town |  |
| What is the purpose of your travel? Please note actual activities undertaken whilst overseas may require additional risk assessments and these should be completed prior to travel. For further information please contact your College/Department Health and Safety Coodinator or Health and Safety Services. |   ExhibitionConference Recruitment Work placement Fieldwork) | ERASMUS Teaching Abroad Studying Abroad Other (enter details |
| Have you read the travel advice provided by/for the countries you are visiting? | Yes / NoIf no please read advice on the [Foreign and Commonwealth Office](http://www.fco.gov.uk/travel) (FCO) website |
| Is there any advice against travel to this country | Yes / No |
| **IF THE ANSWER IS NO PLEASE PROCEED TO PART C****IF THE ANSWER IS YES THEN PLEASE ANSWER THE NEXT QUESTIONS** |
| Travel to Countries where There is Foreign Commonwealth Office (FCO) advise against travel |
| Do the Foreign Commonwealth Office (FCO) advise against ALL BUT ESSENTIAL travel to this country or the parts of this country to where you are travelling ? | Yes / NoIf the answer is YES then please answer the next question |
| Where advice is against all but essential travel permission is required an additional risk assessment must be completed and the travel approved by your head of College / Department. You should also check with your own personal life insurances in case they are they are made void by such travel |  |
| Has this travel been approved? | Yes / No |
| Name of your Head of College / Department who has considered the risk assessment and approved the travel  |  |
| Email of your Head of College / Department who has considered the risk assessment and approved the travel  |  |
| Do the Foreign Commonwealth Office (FCO) advise against ALL travel to this country or the parts of this country to where you are travelling ? | Yes / No If the answer is YES then please answer the next question |
| Where advice is against all travel permission is required an additional risk assessment must be completed and the travel approved by the Safety Executive Task Group You should also check with your own personal life insurances in case they are made void by such travel. |  |
| Has the risk assessment been considered and  travel approved by the Safety Executive Task Group | Yes / No  |
| Name of the member of the Safety Executive Task Group who has considered the risk assessment and approved the travel  |  |
| Email of of the member of the Safety Executive Task Group who has considered the risk assessment and approved the travel  |  |

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| **PART C : These questions are about the dates and details of your transport arrangement**  |
| What is your departure date? (day/month/year) |  |
| What is your return date? (day/month/year) |  |
| For flights please provide details: |  |
| Outward flight number (if known) |  |
| Inward flight number (if known) |  |

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| **PART D - Risk assessment checklist** Your travel documentsBefore travel you need to check your travel documents: |
| **Your passport** |
| Is your passport Valid (and dated for 6 months after your return date, where required )? | Yes / NoIf NO then cannot provide insurance for travel |
| Does your passport have the required number of blank pages for entry stamps? | Yes / NoIf NO then cannot provide insurance for travel |
| **Your travel documents** |
| You must check to see if a travel visa or any other entry document is required for your travel. |  |
| Have you obtained a Travel visa where required?(note USA requirement for an [ESTA](https://esta.cbp.dhs.gov/esta/)) | Yes / NoIf NO then cannot provide insurance for travel |
| Have you obtained a Work visa / permit where required? | Yes / NoIf NO then cannot provide insurance for travel |
| **Travel and medical emergency insurance** |
| Before travel you need to check the University insurance website to see what insurance is provided and whether you need additional insurance such as: |  |
| Have you obtained your driving insurance (driving overseas is not covered by the University additional insurance is required) | Yes / NoIf NO you will NOT be insured for driving overseas |
| Have you obtained your European health insurance ( [EHIC](http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/travel-insurance/ehic)) card?Note EHIC are only valid for 5 years | Yes / NoIf NO you may not be entitled to reduce cost and/or free medical treatment when visiting European Union countries |
| Have you obtained insurance for additional activities (undertaken in leisure time / hazardous sports) | Yes / NoIf No then you will not be insured for these additional activities |
| Have you obtained insurance for extended time away (on holiday) | Yes / NoIf NO then you will not be insured for personal holiday periods during travel |
| Have you been advised by a medical practitioner not to travel? | Yes / NoIf YES then the University will not provide insurance |
| If you are going on a placement have you obtained medical health insurance? | Yes / NoIf NO then routine medical treatment is not insured |
| **Vaccination requirements** |
| Before travel you need to check any vaccination requirements for the countries you are visiting. Remember you are personally responsible for insuring your vaccinations are current and up to date. |  |
| Have you checked for any vaccination requirements? | Yes / No |
| Are there specific vaccination requirements? | Yes / No |
| Are your vaccinations up to date? | Yes / No |
| **Safety and Security Customs / practices** |
| Have you read and do you Agree to comply with FCO guidelines / Country guidelines? | Yes / No |
| Where required (in part B )..has an additional risk assessment form been completed and approved? | Yes / No |
| Who at college / dept level has approved the additional risk assessment (this could be yourself, your tutor, etc)? |  |

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| PART E - These questions are about the contact details required in case of an emergency |
| University details |  |
| Email address |  |
| University telephone number required - provide mobile contact number or work telephone number |  |
| Mobile telephone number |  |
| Overseas details |  |
| Overseas address |  |
| Overseas Telephone required - please provide your mobile number if a land-line number is not available |  |
| Emergency contact details (friend or family) |  |
| Name of contact |  |
| Emergency contact address |  |
| Emergency contact telephone number |  |

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| **PART F - This section covers the authorisation for travel**  |
| Name of the authorising person within your College / Department:(named person  could be yourself, your tutor, the trip organiser etc) |  |
| Name of contact administrator within your department: (This person will be notified of your travel, if in doubt use College Manager, Department Administrator ) |  |
| Contact administrator email: |  |
| Do you confirm that the details provided are correct? |  |
| Form completed by: |  |
| By submitting this form you are confirming that the details provided are correct.  Note: You will be provided with a reference number if any changes to travel details are required. |

September 2011