



Travelling Overseas on University Business

The University has a duty of care for all staff whilst travelling overseas on University business and reasonable controls must be in place to minimise risk. The individual employee also has a responsibility to adhere to University procedures regarding overseas travel and should take reasonable steps to avoid any potential risks.

The University requires that a detailed risk assessment is carried out for all travel outside the UK, and authorisation is obtained from the Head of School, RI/Directorate or Budget Holder before travelling. The risk assessment form can be requested in hard copy from the Accounts Payable and Insurance Office or found at the following link:-

<http://www.keele.ac.uk/finance/insurance/travelinsurance/travellingoverseas-policyriskassessment/>

This risk assessment form must be completed and a copy sent to the Accounts Payable and Insurance Office to ensure that the traveller is fully insured in the event of an incident. A detailed itinerary of travel must be submitted as part of the risk assessment.

The completion of a risk assessment form ensures that the authoriser and the traveller have fully considered the risk and are making an informed decision on whether travel to a higher risk area is appropriate, and what action can be taken in the event of an incident or emergency.

Before travel arrangements are confirmed staff must refer to the Travel Advice section of the Foreign & Commonwealth Office website at the following link:
<http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country/>

The website categorises according the level of risk:

1	FCO advises against ALL travel to a country
2	FCO advises against ALL travel to parts of a country
3	FCO advises against ALL BUT ESSENTIAL travel to a country
4	FCO advises against ALL BUT ESSENTIAL travel to parts of a country

Please note that as a general rule staff will NOT be insured for travel to a destination listed under categories (1) or (2) and the University will not permit travel under these circumstances. Exceptional cases may be referred to the Financial Services Manager for further review if deemed appropriate.

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Travel to a destination listed under categories (3) or (4) will be covered under University insurance. In these instances the University recommends that the individual registers with the British Embassy or Consular Office on arrival.

It is also advised that travellers refer to the European Union's banned airline list which can be found at

https://ec.europa.eu/transport/modes/air/safety/air-ban_en

Prior to travelling, please ensure you take a copy of the insurance policy, policy number, name of insured and a copy of the emergency assistance card with you, all of which are available via the travel insurance website:-

<https://www.keele.ac.uk/finance/insurance/travelinsurance/stafftravelinsurance/>

There is also a smartphone/tablet app available to download if required containing all the information and many forms of useful travel advice.

The University recommends that all travellers keep a photocopy or scanned copy of their passport with Office staff in your School, Research Institute or Directorate. If you lose your passport whilst travelling this copy can be sent to the British Embassy to provide assistance.

General Guidance Notes

- 1) **Visas and Passports** – it is advised to check on visa requirements for the proposed country of travel well in advance. Some countries will also dictate that passports must be valid for a period of at least six months after travel.
- 2) **Pre-existing medical conditions** – please note that there is currently no requirement to disclose pre-existing medical conditions prior to travel. However, you should also be aware that travelling against medical advice will invalidate your insurance.
- 3) **Contact details** – the University advises that where possible important contact details / insurance details are saved to your mobile phone. In the event of an incident these details will be much easier to retrieve.

Other useful websites

Visa Requirements

<http://www.uk.cibt.com/>

Health

<http://www.masta-travel-health.com/>

<http://www.who.int/en/>

General

<http://www.direct.gov.uk/en/TravelAndTransport/Foreigntravel/index.htm>

University Contacts

Mr Alan Slater
Payments Office Manager
Tel: 01782 733525

Mr Lee Bestwick
Financial Services Manager
Tel: 01782 734387

Email: insurance@keele.ac.uk