**OVERSEAS TRAVEL ASSESSMENT AND SIGN OFF**

This form is provided to assist you in the planning process for your proposed travel overseas as part of university related activities.

This form relates solely to **overseas travel, or travel within the UK that requires a flight**. Any other risks associated with placement or fieldwork activities must be assessed separately.

Please complete and return this form to the Insurance Office [insurance@worc.ac.uk](mailto:insurance@worc.ac.uk) prior to booking travel, after the Head of School has signed off on the trip.

**COMPLETING THIS FORM**

**ALL SECTIONS MUST BE COMPLETED INCLUDING PROPOSED TRAVEL DETAILS**

* The Head of School needs to approve and sign the form after completion.
* Please then send it to the Insurance Officer, [insurance@worc.ac.uk](mailto:insurance@worc.ac.uk) for review.
* Please include price information for flights, accommodation and any conference fees
* The form will be reviewed by a member of the University Executive Board and if approved, travel can then be booked

\*\*Until this form has been received and the trip agreed by a member of the University Executive Board you will not be authorised to travel, nor will you be covered by the University’s travel insurance policy\*\*

If a major incident arises in the country you are visiting, please contact your line manager at the earliest opportunity to advise that you are safe and well.

Prior to travel, please refer to the following Foreign and Commonwealth Office website link, ‘Preparing for safe and healthy travel abroad’:<https://travelaware.campaign.gov.uk/>

For guidance on things to consider before travelling, please refer to the following Government website which has a checklist, including the latest information on in-country healthcare <https://www.gov.uk/guidance/foreign-travel-checklist>

For travel advice on your destination country, please refer to the following Government website which has the latest country updates <https://www.gov.uk/foreign-travel-advice>

**We are requesting this information from you in order to perform a risk assessment for insurance requirements. For the same purpose we may provide this information about you to the University’s Insurers to ensure sufficient insurance cover. The processing of this data is necessary for the performance of a contract between the University and the employee (Article 6 (1) 9b).**

**Please note that the University of Worcester is the Data Controller and details of how we process your data including how long we retain it and your rights are detailed on** <https://www.worcester.ac.uk/informationassurance/staff-privacy-notice.html>

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| **Full Name** |  | | **Nationality** | | | |
| **School / Department**  Course (if Student) |  | | **Passport No**  **Expiry Date** | | | |
| **Date of Birth** |  | | **Staff Number** | **Student Number** | | |
| **Location(s) to be visited**  Town, Region and Country  Dates of intended travel? | | | Outgoing:       Return: | | | |
| **Contact Information while overseas**  Mobile Phone Number:  Can you be contacted by Whatsapp and text message?  Email address:  Address & Phone number (with dates): | | |  | | | |
| **Next of Kin**  **Name**  Relationship to you  Mobile Phone Number  Email Address  Please confirm you agree your Next of Kin can be contacted in the event of emergency assistance being required | | |  | | | |
| **What is the purpose of this trip?**  Placement – please give Placement Provider name  Conference – please give conference name, and dates  Research – please give research subject  Other – please give details | | |  | | | |
| **Leaving the UK:**  Please confirm you have the correct documents, visas and valid passport for travel  **Returning into the UK:**  Please confirm you have all the relevant documentation required to re-enter the UK  For details on departure from and re-entry into the UK, please refer to the following Government website <https://www.gov.uk/uk-border-control> | | |  | | | |
| **Safety and Security** | | | | | | |
| Does this Country/ Region appear on the Government’s Foreign Travel Advice website advising against all but essential travel?  Please click on the following link to view details  [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice) | | | | Yes\*        No    **\***If Yes, the Insurance Officer must be informed prior to travel being booked | | |
| What is the risk rating determined by Crisis24?  Please click on the following link to log in:  <https://crisis24horizon.com/chubbbusinessclass/login>  **Username:** [**travelinsurance@worc.ac.uk**](mailto:travelinsurance@worc.ac.uk)  **Password:** Worcester01! | | | | Low       Medium        High       Extreme | | |
| Are you being hosted by another organisation?  If Yes, please give Organisation Name and contact details | | | | Yes       No | | |
| Have you travelled here before?  If Yes, on how many previous occasions?  Please confirm you have the contact details of the British Embassy where you are travelling. Details are on the following link [www.gov.uk/government/world/organisations](http://www.gov.uk/government/world/organisations)  If you are not a British citizen, please confirm you have the contact details of your country’s Embassy in the location where you are travelling: | | | | Yes       No | | |
| **Itinerary**  **Please give flight and accommodation details including dates and proposed costs**  If at any point you will be travelling alone, please refer to the following USHA guidance <https://www.usha.org.uk/images/stories/files/guidance-documents/MASTERUSHA_Safety-in-Fieldwork-Guide.pdf> | | | |  | | |
| **Transport**  How will you transfer to and from the location?  Are you aware of other arrangements if you are delayed or arrive at night, eg. train, taxi, bus?  Are there public transport routes, or local taxi firms that you can use?  Have you downloaded a suitable Maps app to your phone?  Will you be driving? If so, do you have the correct licence?  **If hiring a vehicle, the University’s motor insurance does not cover hire cars abroad.** | | | |  | | |
| **Accommodation**  Have you checked the area’s reputation and safety?  Please review the Country and Region information on the Crisis24 website (link on previous page)  Will you have a private locked room?  Will you have a safe to lock valuables in? | | | |  | | |
| **Communication**  Please confirm your mobile phone will work where you are travelling  Have you agreed a call-in schedule? This involves regular phone calls or emails to the office to update staff of your whereabouts. Please provide details: | | | | Yes        N/A | | |
| **Health**  Health Checks and Vaccinations identified to be necessary: Please click on the following link [www.fitfortravel.nhs.uk/destinations.aspx](http://www.fitfortravel.nhs.uk/destinations.aspx)  Any other health-related information you may think is relevant. This information will enable us to provide you with any further support you may need. | | | |  | | |
| **Declaration by Traveller**: The information given on this form is correct to the best of my knowledge and in the event of subsequent alterations I will ensure that it is updated as necessary.  To the best of my knowledge, I am physically and mentally fit to travel and am not travelling against medical advice. I have considered the risks associated with my proposed travel arrangements and an informed judgement has been made. | | | | | | |
| **Name** | | | **Signature** | | | **Date** |

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| **Name of Head**  **of School** | | **Signature of**  **Head of School** | **Date** |
|  | | | |
| **Date Reviewed by Insurance Officer** | | | |
| **Approval granted**  **by UEB Member** Yes/No | **Signature of**  **UEB Member** | | **Date** |

**Emergency Contact information: 24 hour emergency University number: +44 (0)1905 855495**

**CHUBB Policy Number: UKBBBO45868119**

Chubb Emergency Assistance: +44 (0)20 7173 7796 and follow the instructions on the Assistance Line

**Diversity Travel Emergency Contact**  
Contact +44 (0)203 544 3545 for any travel enquires during office hours (UK time: 08.45-17.30 Mon-Fri). In the event of an emergency outside office hours, contact +44 (0)161 300 8258 where you will be put in touch with a Diversity Travel consultant.