

Business Travel Processes and Procedures

UK Travel

Risk assessment

For business-related travel within the UK, there is no need to carry out a travel-specific risk assessment (although a risk assessment for lone working or fieldwork might well be required). Travel should only occur if it is deemed safe to do so.

Travel Itinerary

All travellers are expected to provide full details of their planned travel itinerary to their respective home departments. This should include transport arrangements and accommodation arrangements, if applicable. Travellers should also provide their home department with their emergency contact phone number. It is the traveller's responsibility to ensure that they submit details of their trip prior to travelling. Travellers are expected to report any changes to their travel itinerary to their home department.

Overseas Travel

Prior to booking any travelling, you must:

- Check the Travel Advice section of the Foreign, Commonwealth and Development Office (FCDO) [website](#) to ensure that there are no advisory warnings that would stop travel.
- Refer to the [Solace Secure](#) travel assistance pages, which is a service provided by the university's travel insurance provider, to ascertain the destination country's overall risk status.

It is your responsibility to be aware of and monitor this advice.

If the 'Solace Secure' defines the country's overall risk as **Low or Negligible** OR 'FCDO' has no specific advice against travel in place, then the destination can be considered to be a **GREEN** destination – please follow the [Travel Risk Management Green Flowchart](#).

If 'Solace Secure' defines the country's overall risk as **Moderate** OR 'FCDO' advises against all but essential travel, justification is required and the **AMBER** – please follow the [Travel Risk Management Amber Flowchart](#), which includes contacting the Insurance Manager. The Insurance Manager will be able to advise whether insurance coverage is available for such areas. A full explanation of why travel to a restricted area will need to be provided to demonstrate travel is essential.

If 'Solace Secure' defines the country's overall risk as **High or Severe** OR 'FCDO' advises against all travel OR countries, areas, or territories requiring insurance notification, then it is classed as a **RED** destination and insurance cover will not be possible. Staff and Students should not travel to RED destinations for university business purposes.

It is your responsibility to ensure that this above process is followed and associated documentation completed before booking to travel. If you require support with completing this form, you should contact your line manager or departmental administrator in the first instance.

The university's full Business Travel Processes and Procedures can be found [here](#).

Risk Assessments

Risk assessments are still required for overseas travel if you are conducting fieldwork OR visiting an AMBER country. All Risk Assessments will need to be attached to the IAS Travel Declaration form if your overseas business travel involves fieldwork and sent to your line manager.

a) Travel Risk Assessments

A travel risk assessment must be completed for all AMBER country visits. Travel Risk Assessments for travel to AMBER destinations must be signed off by the person authorising the travel (your line manager or DA). If before sign-off by your line manager or DA, the identified risks are considered too great, consideration must be given to cancelling or postponing the trip. You can find the travel risk assessment form [here](#).

b) Fieldwork Risk Assessment

A Fieldwork Risk Assessment should be completed, or, if the activity has been assessed before, the risk assessment should be revisited and updated to reflect any changes if you plan on conducting fieldwork on your overseas travel. The final risk assessment document should identify and record foreseeable hazards and significant risks associated with the planned activity. Please see the [Fieldwork Website](#) for more information.

IAS Travel Declaration form

The travel declaration form should be completed for any overseas travel.

For travel to a **GREEN** destination :

- Complete and submit an [IAS Travel Declaration form](#)

- Forward Green Travel Declaration form confirmation email to your Line Manager
- Approved for Travel

For travel to an **AMBER** Country:

- Complete the Risk Assessment and get it signed off by your Line Manager, making sure you incorporate any additional comments.
- Complete and submit an [IAS Travel Declaration](#) form and attach your signed off risk assessment.
- Forward Amber Travel Declaration form confirmation email and Risk Assessment to your Head of School/Department AND your Line Manager/Supervisor for final approval
- Forward approved Risk Assessment to the University Insurance Manager
- Approved for Travel and the trip can go ahead

Travel Itinerary

All overseas travel should be booked using KeyTravel. When KeyTravel is used to arrange their travel, you are not required to provide details of their trip, unless requested to do so by your line manager. However, if you do not use KeyTravel and, instead, book your trip independently, you are required to provide details of your trip with the IAS before travelling. The information provided should include:

- Emergency contact details
- Country/region of travel
- Dates of travel
- Flight details
- Accommodation details

You are expected to report any changes to their travel itinerary to their home department.