**COMPUTING AND LIBRARY SERVICES**

**OVERSEAS TRAVEL FORM**

1. **Introduction**

Computing and Library Services requires staff to plan carefully for their visits overseas, to consider risk management and report on their arrangements. CLS management recognises it has a duty of care towards its staff.

Staff travelling overseas are required to make appropriate preparations, to record these and to lodge a record of those preparations with CLS Admin Office. In addition the traveller’s name, Service, dates of travel and destination(s) must be lodged with Financial Services (Prtocurement Section). Please complete this proforma document as appropriate. Report boxes are provided for you to indicate if a requirement has been fulfilled, is not relevant or to indicate that documentation is attached.

1. **Risk Assessment**

Please prepare a written risk assessment and lodge with the Admin Office.

This will also take into account the following:

* Foreign and Commonwealth Office advice, where appropriate (see [www.fco.gov.uk/travel](http://www.fco.gov.uk/travel)), including registering with the FCO’s Locate service (see <https://www.locate.fco.gov.uk/locateportal/>)
* Department of Health advice [www.dh.gov.uk/](http://www.dh.gov.uk/) Policy and Guidance: Travel
* National Health Network and Centre [www.nathnac.org/](http://www.nathnac.org/)
* Identification of any required inoculations and evidence provided that these have taken place
* Identification of other health risks eg DVT for long distance travellers, malaria, and evidence that appropriate precautions, including medication, have been taken in accordance with medical advice. Identification of any medical condition for which medical treatment is required and assurance that the employee has sufficient medication and where necessary a copy of the prescription/certification from the doctor
* Identification of any security risks to persons or property and evidence that these have been assessed and mitigation provided, where possible
* Any specific risks identified e.g. women travelling alone, and evidence that these have been assessed and mitigation provided, where possible
* Cultural issues, climate, advice on food and local information.

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1. **Other information to be submitted to CLS Admin Office**
2. Travel itinerary including flight details, hotel details (including contact details) and dates.

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1. Names and contact details of individuals you are meeting.

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1. UK emergency contact person(s).

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1. Photocopy of passport. (please attach)
2. Photocopy of visa [if appropriate]. (please attach).

f) Photocopy of travel tickets.

g) Mobile telephone number which is operable in the country of destination.

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1. **Information/equipment/documentation to be taken by the traveller**
   * European Health Insurance Card for EU travel (for further details please see Dept of Health website [www.dh.gov.uk/](http://www.dh.gov.uk/)
   * Address, telephone number and opening hours of British Embassy or Consulate
   * Passport
   * Visa (where appropriate)
   * Copy of completed risk assessment documentation
   * Copy of University insurance policy (this must include the policy number and contact numbers in the event of an emergency)
   * Copy of Foreign and Commonwealth Office / Dept of Health advice where appropriate
   * Address and contact details of appropriate British Embassy or Consulate
   * Appropriate funds including local currency and travellers cheques
   * Mobile phone
   * A suitable guide book where appropriate. (To be purchased by CLS)
   * Telephone numbers in order to cancel credit cards and cheques.

The University insurers are Zurich Municipal (Business Travel Cover); if difficulties arise University Staff are covered to use their Inter Partner Assistance – UK. Their 24 hour telephone number is 00441737815147.

**Contact details of appropriate CLS Staff**

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| Director | Sue White | 0044 (0)7946961483 or 0044 (0)7791742575 |
| Deputy Director | Alan Radley |  |
| Line Manager |  |  |
| Admin Office Staff | Helen Coman  Ann West  Michelle Mason  Naomi Heath | )  ) 0044 (0)1484 473838  ) |
| University Security Office | Central Hub - Harold Wilson Building | 0044 (0)1484 472222 |

**Matters for Discussion**

1. Laptop security / backup

2. Lodging personal information with Financial Services.

3. Taking this information with you

4. Personal safety, security of possessions, travel and checking of emergency exits

**UPON COMPLETION DOCUMENTATION MUST BE REVIEWED BY DIRECTOR OF CLS AS APPROPRIATE**

**Notes**

If you change your itinerary please inform CLS Admin Office immediately.

Please obtain a medical pack from Occupational Health.

Please contact the CLS Admin Office daily if solo traveller; otherwise please make one contact at the mid point of the visit.

*This information will only be made available to individuals who need to know about your travel arrangements.*