# REQUEST FOR APPROVAL FOR UEL BUSINESS UK/OVERSEAS TRAVEL FOR EXTERNAL EXAMINERS

### This request for travel must be completed and fully approved before any travel or accommodation can be booked by UEL. Please send all completed forms to the respective school that you are examining modules/course for:

**For UK travel please complete Section 2 only**

**For Overseas travel please complete Sections 2-5 where applicable.**

### School of Architecture, Computing & Engineering [acetravel@uel.ac.uk](mailto:acetravel@uel.ac.uk)

### School of Arts & Creative Industries [acideansoffice@uel.ac.uk](mailto:acideansoffice@uel.ac.uk)

### School of Business & Law [buslaw@uel.ac.uk](mailto:buslaw@uel.ac.uk)

### School of Education & Communities [educomschooloffce@uel.ac.uk](mailto:educomschooloffce@uel.ac.uk)

### School of Health, Sport & Bioscience [hsbexecutive@uel.ac.uk](mailto:hsbexecutive@uel.ac.uk)

### School of Psychology [psychologyexecutive@uel.ac.uk](mailto:psychologyexecutive@uel.ac.uk)

Wherever possible you should look to get [your request to travel form to UEL at least 4](mailto:insurance@uel.ac.uk) weeks before the departure date.

Please note that expense claims will not be paid for any trips that have not been approved and booked in accordance with the Travel, Subsistence and Expenses Policy, a copy of which, can be found within the External Examiners Manual.

[External Examiner System | University of East London (uel.ac.uk)](https://www.uel.ac.uk/about/governance/external-examiner-system)

Any costs and insurance arising from travel for personal reasons will be the individual’s responsibility.

**Section One to be completed by the School Office**

* This form must be completed in full and ALL authorisations obtained BEFORE any travel arrangements are confirmed.
* **Once completed, the form must be retained for two years by your School or Service in case it needs to be reviewed during audit.** A copy of this form should be emailed to our UEL Insurance Office [insurance@uel.ac.uk](mailto:insurance@uel.ac.uk) for approval if your travel is deemed a **Level 4-5 Risk** for further approval before any travel arrangements are confirmed.

### The overseas Risk Assessment is required for **ANY** overseas travel

* Please use additional sheets if necessary

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN DELAYS TO YOUR TRAVEL BOOKING**

Travellers Name (PRINT)

Purpose of Travel:

|  |  |  |
| --- | --- | --- |
| **EXPECTED COSTS (please detail all expected costs)** | £ | p |
| Fees (conferences/exhibitions) |  |  |
| Travel: airfare |  |  |
| Travel: railbus |  |  |
| Travel: in country |  |  |
| Subsistence: accommodation |  |  |
| Subsistence: other |  |  |
| Other (please specify) |  |  |
| **TOTAL** |  |  |

**Section Two to be completed by the external examiner**

**All fields are mandatory except those marked \*\* incomplete forms will be returned to the contact person as stated**

1. **Travel information:**

Please provide information as requested in full below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Traveller: |  | Traveller contact number:  Traveller email: |  |
| Date of Departure: |  | Date of Return: |  |
| Preferred travel options\*\* (airport, time) | Departure preferences | Return preferences | |
| Travelling From  (City or region): |  | Travelling to:  (City or region) |  |
| Preferred hotel\*\* |  |  | |
| Details of proposed visit: *attach draft itinerary* | | | |
| Purpose of Travel: | | | |

Date

Traveller Name (PRINT)

Signed

**Declaration of Traveller: I confirm the following:**

* I have read and understood the financial regulations outlined in the Travel, Subsistence & Expenses Policy and will comply with them.

# Section Three

# Request for Approval to Travel to ANY Overseas Destination

**General Information:**

The purpose of this Risk Assessment is to ensure that members of the University community are unlikely to be exposed to unacceptable risks which could affect their health, safety or security when travelling abroad on behalf of the University.

**You need to complete this section of the form if you are intending to travel to any Overseas destination, despite the risk level. This form should be completed by the individual wishing to travel prior to making any firm arrangements to travel**

Please refer to the Foreign and Commonwealth Office, (FCO), <https://www.gov.uk/foreign-travel-advice>and In addition, please carry out a Risk Rating as determined by our Insurers. **Please follow the instructions below**;

Please log in to Healix Travel Oracle following the instructions below

**To register as a new user**, please go to <https://www.rsainsurance.co.uk/commercial-insurance-products/business-travel>

Then scroll down the page to create an account, enter your details. **Policy number is: RSA1531522**

If you are **already an existing user**, please go to <https://traveloracle.healix.com/login>

and log in with your username and password.

### Use the drop-down menus to choose a region and/or country. Click on the country name to read more details and to download/print the Country pdf.

The Guide to using the Healix Travel Oracle Web portal can be found here

If your travel is deemed low risk from the (FCO) advise and 1-3, (Security)  on the [Healix Travel Oracle site,](https://traveloracle.healix.com/login) (Registration above and Log in required) please pass the completed form onto your Dean/Director or appropriate authorise signatory before your booking can be confirmed. If your travel is deemed 4-5 risk, please email your completed form onto our Insurance Office [insurance@uel.ac.uk](mailto:insurance@uel.ac.uk) for pre- approval checks before confirming your travel. If you need any advice on this, please call the Insurance Office on; 0208 223 2287.

Before travelling, you are required to make yourself familiar with any country specific risks and follow any mitigating actions suggested by FCO and our Healix Travel Oracle site. If they advise against travel to that country, and you **MUST** travel, please get further approval from your UEB Representative.

**Please consider when completing this form how the country you intend to visit is managing the Covid-19 outbreak. It may be helpful to consider access to local medical facilities; how local transport is being managed and any local guidelines and social behaviours you may need to adopt, please refer to the Healix Travel Oracle site for information.**

**Sanctioned Destinations**

Our insurers place additional requirements on us in relation to some destinations that are designated as “sanctioned”. We must obtain their approval and confirmation of cover before any travel or accommodation is booked. If you travel without doing this, you risk not being covered by our travel insurance. Please complete the Sanctioned Country Questionnaire and return to [insurance@uel.ac.uk](mailto:insurance@uel.ac.uk) at least 3 weeks prior to travelling. To help you complete the sanctioned Country Questionnaire form please read the Sanctioned Country Guidance note

Currently, travel to the following destinations is covered by this requirement;

* + Ukraine (Crimea & Sevastopol
  + Russia
  + Iran
  + Syria
  + North Korea
  + Cuba
  + Sudan

## Venezuela

**Section Four**

**Travel low to high- or extreme-risk locations:**

For areas where the risk to travellers is deemed 4-5 Risk you are required to confirm that you have understood the in-country risks. Please complete the below risk matrix with the correct risk ratings. These can be found on our Healix Travel Oracle.

## Security Risk Risk Level 1-3 Risk level 4-5

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities to be undertaken:** | **High Risk** | **Medium Risk** | **Low Risk** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Date

Traveller Name (PRINT)

Signed

**Declaration of Traveller: I confirm the following:**

* I have a valid passport and visa (if applicable) for country of travel
* I have attached the Risk Rating Breakdown from the FCO/ Healix Travel Oracle
* I have completed a thorough risk assessment of the country/countries I propose to travel to
* I will monitor the risks of the trip until the date of travel. If any changes are necessary, I will resubmit to Dean/Director Service for re-approval prior to travel
* I will re-pay any UEL advance money either by receipts or any unspent money to [Cashiers](https://uelac.sharepoint.com/sites/finance/SitePages/Credit-Control.aspx)
* In the case of study trips, where students will be travelling; I will follow the requirements set out in the Fieldwork Policy and all relevant completed documents are available from School/Service administrative team on request

|  |
| --- |
| **Declaration of Dean of School/Director or appropriate authorised signatory of School/Service: I confirm the following:**   * I approve the completed Risk Register and checklist for this overseas trip and am happy with the activities that the member of staff and/or students will be undertaking. Risk Level 1-3 * The Project Code to be charged is * That there is budget available YES / NO   Signed Name (PRINT) Date |
| **Reviewed for further approval (UEB) Via Insurance Office (4-5 Risk ONLY)** |
| Signed Name (PRINT) Date |

|  |  |  |
| --- | --- | --- |
| **Section Five**  **CHECK LIST FOR TRAVEL**  **Country/Countries visiting: Dates of travel:** | | Tick when  done |
| **INSURANCE** | Travel Insurance Cover Note (Evidence of Travel Insurance) |  |
| **RSA Travel Assistance Mobile App** | Prior to departure, travellers on University business are required to download the RSA Travel Assistance **Mobile** “App” ***(Policy number is: RSA1531522)*** |  |
| **FINANCE** | Ensure that if you have a UEL purchase card that you have enough funds to cover the trip and that you know what your limits are  You should also carry your own card in case of emergencies |  |
| **COSTS** | Keep track of costs associated to the trip |  |
| **FLIGHTS AND OTHER BOOKINGS** | Book through UEL recommended supplier Clarity Travel [salessupport@claritybt.com](mailto:salessupport@claritybt.com) via your school/service travel booker |  |
| **VISAS & PASSPORT** | Check if a visa is required. |  |
| If required, most can be obtained via Visa Express (020 7251 4822, [www.visaexpress.co.uk](http://www.visaexpress.co.uk/)) or directly. Some e.g. Russian visas are more complex to obtain and can take time. |  |
| Check that your passport is valid for at least six months after the date of your trip. (NB some countries require more than six months) |  |
| In case of loss, keep a copy of your passport separately to the passport itself; email this to yourself along with copies of your purchase card etc. |  |
| In some countries you should always keep your passport with you (If not, keep it in your hotel safe) |  |
| **VACCINATIONS** | Check with your GP if any vaccinations or health precautions are required. Keep receipts of any costs if you intend to make an expense claim. Information about vaccinations can also be found on the [Healix](https://traveloracle.healix.com/login) [Travel Oracle site.](https://traveloracle.healix.com/login) |  |
| **HEALTH** | Tick to confirm that you are not travelling against the advice of your doctor or dentist |  |
| **IN CASE OF EMERGENCIES** | 1. **Clarity Travel Management**   During working hours please contact your UEL Travel Booker for assistance  Out of office assistance contact Clarity’s out of hours team - can provide this when we start actively using them   1. **Insurance**   24/7 Emergency Contact information can also be found through this link TRAVEL MEDICAL & SEURITY ASSISTANCE CARD |  |
| [British High Commission](https://www.gov.uk/world/embassies) or local contacts |  |
| One person at the University (who you can contact evenings and weekends) in case of emergencies. |  |
| **COPY, SCAN & SEND** | Copy, scan and send copies of all key documents to yourself. These would include your passport, tickets, schedule, contact list and emergency numbers. |  |