**Request to Travel Form**

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| International Travel Risk Assessor (to be completed by the solo traveller or group leader(s)) | | | | |
| Name: |  | | | |
| Email: |  | Tel: | |  |
| Faculty: |  | School: | |  |
| Staff ☐ PG Student ☐ UG Student ☐ Other  Please specify: | | | | |
| I have completed Crisis24 Horizon – Personal Security Awareness Training module / Drum Cussac Basic Travel Safety Awareness prior to travel (mandatory): | | | Yes  (Attach certificate/ email)  No | |

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| Proposed Itinerary | | | |
| Location (Country and region, including transits (airport only)): | | | |
|  | | | |
| Purpose of the visit: | | | |
|  | | | |
| Benefit to the participants/ university: | | | |
|  | | | |
| Expected Departure Date: |  | Expected Return Date: |  |
| Approx. number of travellers: | Staff: | Students: | Other: (Non-SU Staff/ Student) |

## Country Status

Please check [UK Government Foreign Travel Advice](https://www.gov.uk/foreign-travel-advice/)  and [Crisis24 Horizon](file:///C:\Users\n.dicataldo\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7XI8U2SL\crisis24horizon.com\umal) (see International Travel Risk Assessment Guidance on how to access Crisis24 Horizon) for travel advice including all transit countries:

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| **FCDO Advice** | |
| Has the foreign office advised against **all travel** to the Country/ region(s)? | Yes  No |
| Has the foreign office advised against **all but essential travel** to the Country/ region(s)? | Yes  No |

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| **Crisis24 Horizon Risk Rating** | | | | | | | |
| Please insert the assigned number to each of the risk categories as at the date of completing the form. | | | | | | | |
| Country: | Destination or transit | Overall Risk | Security | Environ-mental | Infra-structure | Medical | Political |
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| **Risk Assessment to be completed** | |
| **Travel outside of Great Britain (including destinations and transits) if:**  FCDO does not advise against travel and **ALL** Crisis24 Horizon risk ratings are **3.0 and below**. |  |
| **Travel outside of Great Britain (including destinations and transits) if:**  FCDO does not advise against travel and/ or **ANY** Crisis24 Horizon risk ratings are **above 3.0** and are **below 3.5**. |  |
| **Travel outside of Great Britain (including destinations and transits) if:**  FCDO advises against all but essential travel/ all travel and/ or **ANY** Crisis24 Horizon risk ratings are **3.5 and above**. |  |

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| **Estimated Costs** | | | |
| Air Fares: | £ | Inland Travel: | £ |
| Conference Fee: | £ | Subsistence: | £ |
| Accommodation: | £ | Other: | £ |
| **Total** | £ | | |

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| **Funding Arrangements** (Trip will be funded from/ by) | |
| Name of Sponsor: |  |
| Subproject: |  |

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| **Contingency Costs** | | | |
| Air Fares: | £ | Inland travel: | £ |
| Accommodation: | £ | Traveller taken ill: | £ |
| Covid: | £ |  |  |

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| **Declaration** | | | |
| * I request to undertake international travel based on the information provided above and subject to international travel risk assessment authorisation. * I declare that the journey(s) is/ are in respect of official university business, and that I am fully aware of the university’s rules in relation to travel and subsistence as contained in section E.8 of the university’s financial policies and procedures. * I can confirm I have covered all aspects of my work responsibilities (e.g., teaching, administration, research) during my absence. * I confirm I will complete the applicable International Travel Risk Assessment form for authorisation, prior to travel. | | | |
| **Signature** (requestor) |  | Date: |  |

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| **Permission to Proceed** | | | |
| * I agree that this member of staff/ student may undertake the international travel detailed above subject to international travel risk assessment authorisation. * I certify that it will be of benefit to the university and forms part of the individual’s academic/ official duties. | | | |
| **Signature**  (Line Manager/ Head of Department, follow Directorate/ Faculty Approval Process) |  | Date: |  |