**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)): |
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| Purpose of the visit: |
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| Benefit to the participants/ university: |
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| 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%3A%5CUsers%5Cn.dicataldo%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7XI8U2SL%5Ccrisis24horizon.com%5Cumal) (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.
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| **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.
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| **Signature**(Line Manager/ Head of Department, follow Directorate/ Faculty Approval Process) |   | Date: |  |