Travel Forms: Administration Checklist

1. Has the correct form been completed and do the apparent risks require a detailed documented assessment?
   
2. Have all the elements of the form(s) been completed?
   - Contact details (will mob work where going)?
   - Next of kin details
   - Local contact details (for all areas to be visited)
   - Dates of travel & itinerary
   - Details of accommodation
   - All sections of the RA form

3. Are there sufficient details of the activity so as to understand what is involved?

4. Has the applicant & supervisor signed & dated the form?

5. Is University insurance being taken out?
   - If not ask for confirmation cover is equivalent & valid for where they are going and what doing

6. Has health advice been taken and advised vaccinations/ malaria tablets been obtained?

7. Has the FCO advice and status been checked (is it current)?

8. Does the FCO advise against travel to the country or region?
   - IF YES the assessment should go to the Safety Office & Insurance Office via your Divisional Safety Officer.
     - NB Your Head of Department has to approve this travel
   - IF NO but you feel unsure on any aspect or that further advice should be given contact your Departmental or Divisional Safety Officer

Send to Approver 😊

Useful Links

FCO website:  https://www.gov.uk/foreign-travel-advice
University Safety Policies S3/07 & S5/07: http://www.admin.ox.ac.uk/safety/policy-statements/
University Insurance:  http://www.admin.ox.ac.uk/finance/insurance/travel/howtoarrangeinsurance-staffstudentsresearchersandvolunteers/

For further advice contact Divisional Safety Officer: chris.williams@socsci.ox.ac.uk