

Travel Forms: Administration Checklist

1. Has the correct form been completed and do the apparent risks require a detailed documented assessment? Yes/No

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?

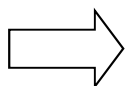
4. Has the applicant & supervisor signed & dated the form?

5. Is University insurance being taken out?
 - If not ask for confirmation cover is equivalent & valid for where they are going and what doingYes/No

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 OfficerYes/No



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