

International Travel Policy Checklist

Travel Organiser:	Josh Todd
Authorising Manager:	Michaela Batten
Destination Country / Region:	Fiji (Think Pacific)
UK departure & return dates:	10 June 23 27 August 23

		Date Completed
Destination Threat Analysis	FCDO website has been checked for specific travel restrictions in place for the destination country / region / city	27/4
	An account in place for RiskMonitor Traveller to receive destination risk updates prior to travelling and whilst overseas. Any specific destination risks identified incorporated into the International Travel Risk Assessment.	
Planning / Initial Authorisation	Initial Authorisation to travel by Authorising Manager given based on cost / benefit analysis and Destination Threat Analysis	n/a
Travel Notification	Notification of International travel logged	✓
Insurance	Suitable Insurance cover confirmed to be in place for the trip	✓
Traveller Requirements	All participant emergency contact / health forms have been submitted, reviewed and any issues considered through risk assessment.	✓
	All participant vaccination / prophylaxis requirements checked with evidence obtained	✓
	All participant passports checked as valid	✓
	All permit / visa requirements checked and in place	✓
	All participants completed their Basic Security Awareness Training and other relevant training as deemed relevant	✓
Travel Risk Assessment	International Travel Risk Assessment completed to include specific destination threats, traveller requirements and business / work related tasks undertaken	✓
Record Keeping	A copy of the necessary documents has been retained and easily accessible within my University area	✓
Information To All Participants	Risk Assessment details including basic travel advice communicated to all participants	✓
Final Authorisation	Authorising Manager satisfied that all requirements above have been met.	