

International Travel Policy Checklist

Travel Organiser:	JacquiJones
Authorising Manager:	Michaela Batten
Destination Country / Region:	Colorado, USA
UK departure & return dates:	05.04.23 to 19.04.23

		Date Completed
Destination Threat Analysis	FCDO website has been checked for specific travel restrictions in place for the destination country / region / city	01.03.23
	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	01.03.23
Travel Notification	Notification of International travel logged	01.03.23
Insurance	Suitable Insurance cover confirmed to be in place for the trip	01.03.23
Traveller Requirements	All participant emergency contact / health forms have been submitted, reviewed and any issues considered through risk assessment.	01.03.23
	All participant vaccination / prophylaxis requirements checked with evidence obtained	01.03.23
	All participant passports checked as valid	01.03.23
	All permit / visa requirements checked and in place	01.03.23
	All participants completed their Basic Security Awareness Training and other relevant training as deemed relevant	01.03.23
Travel Risk Assessment	International Travel Risk Assessment completed to include specific destination threats, traveller requirements and business / work related tasks undertaken	01.03.23
Record Keeping	A copy of the necessary documents has been retained and easily accessible within my University area	01.03.23
Information To All Participants	Risk Assessment details including basic travel advice communicated to all participants	01.03.23
Final Authorisation	Authorising Manager satisfied that all requirements above have been met.	01.03.23