

# Travel Overseas on University Business

UPR HS11 version 02.0

## Policies superseded by this document

This document replaces version 01.0 of UPR HS11, with effect from 1 September 2023.

## Summary of significant changes to the previous version

This document has been amended to reflect the requirements of Trusted Research guidance and export controls legislation in relation to overseas travel.

The Travel Risk Assessment Form has been removed from the UPR and is now accessible from the University's intranet, HertsHub.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

- 1.1 The University has a duty of care to anyone travelling overseas on University business, where the University has required or requested that such travel takes place on its behalf.
- 1.2 It is important that those travelling on behalf of the University are aware of the support available to them and the possible restrictions on their travel. There is expertise available across the University, specifically within the International Office, Health and Safety and Procurement.

## 2 Scope

- 2.1 This policy applies to members of staff and where relevant, students and other individuals formally engaged by the University and travelling overseas on University business for short periods (it does not apply to longer term secondments overseas).
- 2.2 This document does not deal with activities such as scientific fieldwork in remote locations or conducting overseas visits or fieldwork with groups of students. Separate University guidance on field work and student activities overseas may be obtained from the Health and Safety team (HertsHub pages:

<https://herts365.sharepoint.com/sites/HealthSafetySustainability/SitePages/Travel-Advice.aspx>).

## 3 Roles and responsibilities

### 3.1 Deans/Heads of Strategic Business Unit (SBU)

Deans/Heads of SBU are responsible for:

- i. ensuring that there are processes in place within their School/SBU to request and provide the relevant authorisation to travel including completion of the Travel Authorisation Form;
- ii oversight of the travel risk assessment<sup>1</sup> in consultation with the Director of Health and Safety and Occupational Health if required, and approving travel to a country or region where travel advice is categorised as amber level (see section 4); and
- iii ensuring that an SBU/School level process is in place to monitor compliance with this policy (UPR HS11).

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<sup>1</sup> The Overseas Travel Planning and Risk Assessment Form can be obtained from HertsHub: <https://herts365.sharepoint.com/sites/Travel-parking-and-directions/SitePages/International-Travel.aspx>

### 3.2 Line Managers

Line managers are responsible for:

- i approving the contents of the travel risk assessment<sup>1</sup> and travel to a country or region where the travel advice is categorised as green level (see section 4); and
- ii bringing to the attention of new travellers in their SBU the requirements of UPR FR05 'Travel, Expenses and Allowances' and any relevant guidance for travel overseas.

### 3.3 Individual Travellers

Individual travellers are responsible for:

- i complying with the requirements of UPR FR05 'Travel, Expenses and Allowances' which sets out the required prior approvals, travel arrangements and use of the TMC, overnight accommodation, advances and their reconciliation, use of the Corporate Card, entertainment and hospitality, vehicle hire, adding personal leave to a business trip, etc;
- ii being aware of how export control legislation<sup>2</sup> and Trusted Research guidance<sup>3</sup> may affect their planned travel and complying with any requirements;
- iii completing the travel planning and risk assessment form<sup>1</sup>. Assistance will be sought from the Health and Safety team and your local safety contacts if the travel is categorised as amber level;
- iv requesting and obtaining approval for all travel including completion of the Authorisation for Travel Form;
- v following the controls that have been identified through the planning and risk management process; and
- vi reporting any concerns, incidents or accidents to their Line Manager and others within the University as required (e.g. the Health and Safety team) via the UH Incident Report Form.

### 3.4 International Office

The International Office can:

- i signpost and connect the traveller with others who are regular visitors to the country of destination;

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<sup>2</sup> See UPR GV20 'Export Controls' and

<sup>3</sup> <https://www.npsa.gov.uk/trusted-research-countries-and-conferences>

- ii provide information about any other activities and developments that the University is involved with in that country;
- iii confirm key contacts, the location of the British Council office and any relevant UH Regional Office; and
- iv provide information on protocol and local customs.

### **3.5 Health and Safety and Occupational Health**

3.5.1 Occupational Health, provides a 'fit to travel' service. Pre-existing medical conditions may affect travel arrangements and require a 'fitness to travel' letter from a GP. As part of the fitness to travel assessment, there may be a requirement for routine vaccinations before travel can be authorised. Contact details for Occupational Health can be found on HertsHub:

<https://herts365.sharepoint.com/sites/Health/SitePages/Health-assessment,-screening-and-surveillance.aspx>

3.5.2 Health and Safety also:

- i provide advice on health and safety risks relating to travel overseas:

<https://herts365.sharepoint.com/sites/HealthSafetySustainability/SitePages/Travel-Advice.aspx>

- ii investigate and monitor accidents when reported;
- iii work with all stakeholders to provide coordinated training and development as required.

### **3.6 Procurement**

Procurement provide advice on the requirements set out in UPR FR05 'Travel, Expenses and Allowances' relating to the use of the Travel Management Company (TMC). Further information can be found on HertsHub:

<https://herts365.sharepoint.com/sites/Procurement/SitePages/Travel.aspx>

Procurement will need a completed Travel Authorisation Form to approve travel bookings for anyone travelling on University business. This is a mandatory requirement.

 [Authorisation for Travel Form v2.0.docx](#)

### **3.7 Finance**

Finance ensure that there is up to date travel insurance available and provide advice on the applicable travel insurance scheme. Further information can be found on HertsHub:

<https://herts365.sharepoint.com/sites/Finance/SitePages/Travel-Insurance-Scheme.aspx>

## 4 Planning and risk management process

- 4.1 The University has adopted a Red/Amber/Green (RAG) methodology to enable travellers to examine the risks associated with a trip and identify the necessary controls to manage the risks. It also enables the relevant line manager, Dean or Head of SBU to make an informed decision on whether to authorise the travel.
- 4.2 The Foreign, Commonwealth and Development Office (FCDO) website (<https://www.gov.uk/foreign-travel-advice>) provides up to date travel advice for each country detailed to regional level within each country. The travel advice is categorised in 3 levels:
- Red:** FCDO advises against all travel
- Amber:** FCDO advises against all but essential travel
- Green:** FCDO does not advise against travel to the region and refers the traveller to consult its travel advice specific to the region
- 4.3 When planning and authorising overseas travel, travellers, line managers and Deans/Heads of SBU must have due regard to and follow the advice set out in the risk rating table below:

**Risk Rating Table**

FCDO Rating	Green	Amber	Red
Policy	All Staff expected to travel following normal UH travel advice, guidance and UPR.	Staff cannot be required to travel (even if part of their Job Description).  The University may proceed with business in the area, if deemed appropriate, by seeking alternative approaches to carrying out the business and taking additional measures to support staff who are willing to travel.	No Staff expected to travel to the region concerned.  If travellers are already in a part of the world that becomes a disturbed area whilst they are there, the University travel insurance will operate as normal to assist and, if necessary, to evacuate, the travellers.
UH Control	Line Manager to have a detailed copy of the travel itinerary as well as an agreed schedule of communications.	Line Manager to have a detailed copy of the travel itinerary, risk assessment, and an agreed schedule of <b>daily</b> communications.	N/A

FCDO Rating	Green	Amber	Red
Consider other Risks	Risks are well defined and understood. If they arise, they can be easily mitigated.	Risks are understood but subject to some variables. However, they can still be readily controlled.	N/A
Overseas Travel Planning and Risk Assessment Form <sup>1</sup>	Yes – to be completed with your line manager and with support by your safety contact if needed.  Control measures will be well understood and less complex.	Yes – to be completed in consultation with the Health and Safety team ( <a href="mailto:safety@herts.ac.uk">safety@herts.ac.uk</a> )  More in-depth planning is required before approval can be given.	N/A
Fitness to travel via Occupational Health	Yes	Yes	N/A
Authorisation	Line manager	Head of SBU not to authorise travel unless the Travel Authorisation Form (see HertsHub) has been duly completed	N/A
Monitoring Mechanisms	Procurement control for all travel via TMC	Procurement control for all travel via TMC	N/A
Training	All staff that travel, for example, lone working, cultural awareness, health requirements.	Additional coaching and mentoring required, to include specific security awareness and specific risks associated with travel arrangements	N/A

- 4.4 Separate to the University’s risk assessment, the University’s travel insurer also provides an overall assessment of risk in each country categorised in five levels (minimal, low, moderate, high, extreme), with greater detail in terms of the nature of the risk (see HertsHub insurance pages at the following link:

<https://herts365.sharepoint.com/sites/Finance/SitePages/Insurance.aspx>)

- 4.5 Where the travel advice is categorised as amber, advice from the University’s travel insurer must also be taken into consideration.
- 4.6 The UK-Overseas Travel Process Flowcharts (see Appendix I, HS11) show the process for approving and arranging overseas travel that must be followed for each risk level.

## 5 Training

Training support will be provided to the traveller, their line manager or Dean/Head of SBU, by the Health and Safety team or other relevant internal stakeholders such as the International Office to interpret the travel advice from the variety of independent resources to which University staff have access. This will enable them to carry out an effective travel risk assessment and to develop relevant skills and an awareness of the dynamic and changing nature of travel risk.

## 6 In the event of an emergency

In the event of an emergency:

contact your line manager

**or**

the University's Security Control Room: **+44 1707 284010**

**or**

the University Emergency Number: **+44 1707 285555**

It is expected that every travel risk assessment considers emergency arrangements, and that these are documented with all relevant key contacts such as insurance, local 'host' contact and local health providers. Copies should be held by the traveller, their line manager and the authoriser. For amber countries, Security should also hold copies of the emergency arrangements.

## 7 Other relevant guidance

When travelling overseas, the following relevant documents must also be taken into consideration:

UPR GV12 'Bribery and Corruption'

UPR GV17 'Conflicts of Interest'

UPR GV18 'Gifts and Hospitality'

UPR HS08 'Health and Safety Policy'

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2023**

### Alternative format

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.