

Staff Overseas Travel Policy & Procedure

1 **Approval for Travel**

To safeguard operational requirements and ensure compliance with insurance and other policies, staff must request written approval from their line manager to travel overseas. Where practical this should be obtained at least four weeks before the proposed date of departure and before booking tickets, accommodation, conference places etc.

An application form (see Appendix) is to be submitted, explaining the objectives and intended outcomes of the trip; any staffing cover or adjustments needed; and the proposed itinerary.

Upon return a post-trip report must be submitted to your line manager (see Appendix).

Note: No further overseas travel will be authorised if there are outstanding reports from previous trips.

Travel time should not exceed one day to Europe, and two days for more distant destinations.

Academic Staff: To ensure that commitments to students and other university activities are maintained, travel should be conducted outside of semester time where possible. Exceptions should be requested in the application for approval.

For staff visiting students on placement, each visit per student should not exceed a half day.

The Health and Safety Risk assessment also forms part of the approval process and must be approved by the line manager.

If staff are representing the University College overseas and the University College will not incur any costs, approval must still be obtained.

2 **Class of Travel**

All travel will be funded at economy class level although comparison with business class for the total package can be made.

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Exceptions to this may be funded by schools/budget holders for specific school purposes or to meet specific school member needs, e.g. work or health requirements, on a case-by-case basis.

Executive or Superior floors or rooms will be booked where price is not prohibitive or where health and safety might be an issue e.g. increased security.

All travel arrangements are to be booked through the nominated travel agent. (see Section 6 below)

3 **Subsistence**

Subsistence will be paid for at a maximum rate of £40 per day.

Alcoholic beverages are not included as part of the daily subsistence rate.

All expenditure should be receipted and unspent money should be returned to the university college within 2 weeks of return to the UK.

Staff should use their discretion about hospitality expenses, balancing need against cost and obtaining clearance in advance where possible.

4 **Finance**

Staff must apply at least three weeks prior to their travel date for any cash advances.

The cost of vaccinations and related medication e.g. malaria tablets will be reimbursed by the University College upon presentation of receipts.

All expenses must be receipted and submitted within four weeks of return to the UK.

5 **Lieu Leave, Rest Days & Annual Leave**

Staff may be entitled to lieu days and this must be agreed with the line manager prior to travel.

Staff may request rest days to be programmed into schedules of more than five days. Rest days do not count against lieu time accumulated.

Staff are entitled to claim expenses (subsistence, accommodation) during programmed rest days, as on working days.

Staff may choose to take additional holiday while visiting overseas. These days count as annual leave/ lieu time, and the associated costs are to be met by the traveller.

Lieu leave must be agreed with the line manager prior to travel and be taken as soon as possible upon return.

6 Travel Agent

All overseas travel including hotels must be booked with the University's nominated travel agent. This is to ensure best value and access to travel advice and support. The travel agent will not make any bookings without a purchase order.

In individual cases alternative bookings, notably through the internet, may prove more cost effective. If you wish to book direct with an airline/hotel/event organiser you must request permission to do so in writing e.g. e-mail from your line manager / budget holder.

Travel not booked by an approved means will not be authorised/reimbursed.

7 Insurance

The University College Business Travel insurance covers employees under the age of 80, who are resident in the UK, but travelling outside the UK.

At least one week before travelling staff must complete the proforma (see Appendix) and return to Miss Sarah Wattison. Emergency contact details will be provided for use in the event of any problems arising while abroad.

Staff must notify Miss Wattison in good time of their intention to travel and ensure that they receive the appropriate documentation.

8 Telephone calls overseas

Personal telephone calls must be kept to a minimum and be included in the daily subsistence allowance. Local calls connected to work are permitted.

Exceptions to this may be emergencies e.g. a situation arising back in the UK; these will be permitted on a case-by-case basis and subject to confirmation after the event.

Where practical all telephone calls must be receipted.

9 Health and Safety

Staff will adhere to the University's Health and Safety Policy relating to Overseas Travel including:

- completing the risk assessment form
- submitting a full itinerary
- registering with the Foreign and Commonwealth Office's Locate
- supplying emergency contact details
- ensuring that they are current with any vaccinations and other relevant medication e.g. malaria tablets

10 Travel with Spouse/Partners/Dependents

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If a member of staff chooses to travel with any of the above, all costs incurred are the responsibility of the member of staff and not the University College.

This supersedes all previous policies relating to Overseas Travel for Staff

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Appendices

Application to Travel Overseas on University College Business

Itinerary

Business Travel Insurance Proforma

Post Trip Report

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**Application to Travel Overseas
on University College Business**

Name of Applicant:	
School/Department:	
Country to be visited:	

Context of the trip (including accompanying staff members)

Proposed outcomes of the trip	Evidence

Opportunities, links & business opportunities	Evidence

Dates Absent from University College:	
Do any of these dates occur during Semester time? If so please give details:	

Health and Safety Risk Assessment	Approved?
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completed?	
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Estimated Costs of trip:	
Costs met by:	Department/School/Other Budget Code:

Applicant Signature:	Date:
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Recommendations by Line Manager:	
Comments:	
Signed:	Date:

Approved/Rejected: by Dean/Director/Principal:	
Comments by Dean/Director/Principal:	
Signed:	Date:

Copy to International Office

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Itinerary

Newman University College
Name – School / Department
Country / Dates

Day 1 – Day / Date

Day 2 – Day / Date

Day 3 – Day / Date

Day 4 – Day / Date

Day 5 – Day / Date

Day 6 – Day / Date

Day 7 – Day / Date

Day 8 – Day / Date

Day 9 – Day / Date

Day 10 – Day / Date

Day 11 – Day / Date

Day 12 – Day / Date

Day 13 – Day / Date

Day 14 – Day / Date

Contacts

Consul / Embassy
Recommended Hospital
Hotels
Agents
Institution contacts
Exhibition Venue / Details

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Business Travel Insurance Proforma

Name		
Dates of Travel	From:	To:
Number of Days in Total		
Location		
Number of People Travelling		

Post-trip Report

Name of Traveller:	
School/Department:	
Country to be visited:	
Start and end dates	

Summary of how the trip went (include any recruitment figures or business created):

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Actions following the trip (include contact details):

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Estimate profits or gains made from the trip:

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Signature:

Date:

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