OVERSEAS TRAVEL FLOWCHART

HOW TO: Overseas Travel

START ASAP

- Read COF 38 Overseas Travel
- Read the Travel Policy

Check GOV.UK Travel Website
https://gov.uk/travel
including any vaccinations recommended.
Completion of risk profiling tool.
Check if a Sanctioned Country

need advice?
- speak to your HSC or H&S

LOW RISK

- No further written risk assessment needed.

MEDIUM RISK

- Complete written risk assessment and have authorised by HoS/VC
- Head of School sign-off if medium risk and/or FCO advise essential travel only

HIGH RISK

- Have you completed a sanctions form?
- VC sign-off if high risk and/or FCO advice against all travel
- Min. 21 days in advance = requirement by insurers

Book Travel with TMC. Complete University Notification of Travel Form (Min. 21 days in advance) and attach any completed documents if applicable.

Before travel:
Monitor FCO advice on country and the area visiting. Anything changed?

- Yes
- No

- Have a nice trip!

Review RA, revise travel plans, contact insurance office and your HSC/ H&S for further advice.

Take current insurance information:
- UoR Insurance team contact details/TMC phone number
- Insurance provider contact details incl. POLICY NUMBER - Download Travel Assistance App
- Other useful phone numbers