*Please complete electronically and at least 10 days before you are due to travel*

***Note:*** *you may be required to complete a risk assessment for your travel. For advice contact Sam Monaghan (sam.monaghan@phc.ox.ac.uk) or full information is included in Policy Statement 53/07 available at* <http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/>*.*

Your travel insurance document provides cover for both you and your personal belongings whilst travelling on University business. Details of the limits of cover are set out on the Confirmation & Summary of Cover, available from [www.admin.ox.ac.uk/finance/insurance/travel](http://www.admin.ox.ac.uk/finance/insurance/travel). Please note:

* All travel insurance claims are settled net of a standard excess of £50.
* Please list in question 11 below, all personal items over £500 in value. We strongly advise you not to take valuable items with you while travelling.
* All theft/lost property claims must be supported by a local police/security report. All property damage claims must be supported by an estimate for repair, detailing the extent of the damage and the cost of repair. If the item is beyond economical repair a quotation for replacement must be supplied with the claim. You may also be asked to supply a receipt for the original item.

All fields are expandable. Please complete ALL fields.

|  |
| --- |
| 1. Full name of traveller:       Mobile phone number: |
| 2. Inclusive dates of travel:       to: |
| 3. Destination(s) *(country, region and/or city)*: 1.  2.  3.  Travellers to countries within the EU are strongly advised to obtain the EH1C card (<http://www.ehic.org.uk>) for reciprocal healthcare arrangements. This card is valid for **5 years** from receipt and travellers are encouraged to check that their EH1C card covers their inclusive travel dates. |
| 4. Name of supervisor/line manager: |
| 5. UK emergency contact name:       Their telephone number: |
| 6. Next of kin name:  Address:  Telephone number:  Relationship to you: |
| 7. Outbound journey *(for a multi-leg journey, add line(s) by clicking ‘enter’ after you’ve added the destination airport)*:  1. Flight no. from: Departure airport to: Destination airport |
| 8. Inbound journey *(for a multi-leg journey, add line(s) by clicking ‘enter’ after you’ve added the destination airport)*:  1. Flight no. from: Departure airport to: Destination airport |
| 9. Accommodation address(es) and contact number(s): (1) (2) (3) |
| 10. Reason for travel (indicate all that apply): Conference  Arranged meeting with colleagues  Fieldwork  Other (give specific details) |
| 11. List of personal items with value over £500   |  |  | | --- | --- | | Item | Estimated value | |  |  | |  |  | |  |  | |
| 12. Are you travelling to a destination outside of Europe, Central/North America or Australasia? Yes  No |
| 13. Is the purpose of the visit other than to attend a conference and/or meet with international colleagues? Yes  No |
| 14. Has the Foreign and Commonwealth Office advised against travel or all but essential travel? Yes  No  *FCO website:* [*www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country*](http://www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country)  15. Is your destination country **excluded** from the University’s Insurance cover ?. (Please check the University Travel Insurance page <http://www.admin.ox.ac.uk/finance/insurance/travel/>) Yes ☐ No ☐ |
| **If you answered ‘no’ to questions 12, 13,14 and 15, a risk assessment is not required unless you are advised to the contrary. If you answered ‘yes’ to any of these four questions, a completed risk assessment is required so please complete the annex to this form and submit both together. For travel to Europe, North/Central America or Australasia, this form must be authorised by your line manager or supervisor. For all other destinations, this will be the Head of Department.** |

**Declaration**

I understand that a document provided by the University’s insurer, which includes details of insurance coverage will be given to me before my departure. I understand that in the case of a medical or other emergency, I will first contact the emergency number given on the document and act on any advice given to me at that time. I acknowledge that University insurance will not cover any costs incurred as a result of my failing to do this.

Signature of applicant Date *(cover will operate from this date*

*in the event of a cancellation claim)*

Signature of Line Manager/Supervisor/HoD Date

Pass the signed form - with the completed Annex if appropriate - to Sam Monaghan, Nuffield Department of Primary Care Health Sciences, 2nd floor, New Radcliffe House, Walton Street, Jericho, Oxford, OX2 6NW

Departmental approval Date

|  |
| --- |
| Annex: Risk Assessment Form |

A risk assessment may be necessary in order to comply with the University Safety Policy. Full advice is available from the University Statements Policy S5/07 (Safety in Fieldwork) and S3/07 (Overseas Travel) which are available at [www.admin.ox.ac.uk/safety/notes.shtml](http://www.admin.ox.ac.uk/safety/notes.shtml)

|  |
| --- |
| 1. On the Foreign and Commonwealth Office website at <http://www.fco.gov.uk/en/travel-and-living-abroad/travel-advice-by-country>, what is the advice given for the country you intend to visit? Show also the date that you obtained the advice and include advice for all regions/cities you are travelling through or to. |
| Recommendations: we recommend that you register all foreign trips with the Foreign and Commonwealth Office’s ‘LOCATE’ service. Details and registration can be found at [www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/Locate/](http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/Locate/)  We also recommend that you view details of your destination(s) on our insurer’s website at [www.red24.com/affiliate/acebusinessclass/index.php](http://www.red24.com/affiliate/acebusinessclass/index.php) (password 7797 then click the ‘Travel Assistance Website’ button in Section 2). |
| 2. Will your visit include fieldwork?       If ‘yes’ continue from 2a, if ‘no’ go straight to 3. |
| 2a. Describe the fieldwork you will undertake: |
| 2b. Provide site contact details, including a contact name, address, telephone number and e-mail address: |
| 3. Describe the actual or potential hazards identified on the FCO website for your destination. Include those identified for all regions/cities you are travelling through or to. Detail the actions you will take to manage each of these risks. |
| Please ensure that you check with your GP for required and recommended medication for your destination and ensure your immunisations are up to date. Alternatively, a travel clinic is held weekly by the University’s Occupational Health Service. Details are at [www.admin.ox.ac.uk/uohs/at-work/travel/#d.en.2436](http://www.admin.ox.ac.uk/uohs/at-work/travel/#d.en.2436) |

**Declaration**

I am physically fit to travel and have no medical condition that may be exacerbated or could endanger me by travelling to the proposed area(s)

Signature of applicant Date *(cover will operate from this date*

*in the event of a cancellation claim)*

I have reviewed this risk assessment for overseas travel and I am satisfied that suitable arrangements are in place to minimise foreseeable risks.

Signature of Line Manager /Supervisor/HoD Date