

# University of Exeter International Travel Policy V1 May 2021

## **Principles**

We recognise that international travel is necessary to further the mission of the University. To support this, the University is committed to the health, safety and security of all its travellers, and to the continual improvement of the management of travel health, security and safety. We are committed to the prevention, protection, mitigation and response to incidents before, during and after travel for staff, students and other representatives.

We are committed to reduce carbon emissions by 30% by 2025, 60% by 2030 and 100% by 2050 at the latest (based on the 2018/19 baseline). To support this, the University's Environment and Climate Emergency Policy Statement sets out to: reduce non-essential business travel carbon footprint by 50% (stretch goal 75%), through the adoption of low carbon travel alternatives and a policy of 'essential travel only'; and to incentivise sustainable travel.

We are committed to compliance with immigration law, with staff overseas trips greater than 3 months validated against the destination location employment law and local corporation tax requirements. Global Mobility policy and processes have been developed to manage this.

In order to fulfil its duty of care and to evidence attainment of the carbon emission targets, the University has a responsibility to (a) have the ability to locate and support travellers should an incident occur, and (b) be able to report on the carbon footprint of travel undertaken. This policy ensures that these responsibilities are met, and that the supporting processes are documented and transparent.

## **Key Objectives**

The University is committed to the following key objectives and will have succeeded in the management of the International Travel policy if:

- All travel conducted on behalf of the University is documented as meeting the essential travel criteria
- Any travel deemed to be of higher risk, whether by nature of activity or destination location has been escalated for a documented approval, and confirmation of insurance held prior to booking
- Any travel that is booked outside of the University travel partners has a documented approval at the relevant level, and has followed the agreed exceptions process prior to booking
- Any staff trips overseas for a period greater than 3 months are referred to Global Mobility prior to booking to support immigration law and tax compliance
- All travellers understand their responsibility to follow the policy and processes as set out

## **Scope**

This policy applies to:

- All staff who are required to travel outside the United Kingdom on University business, study or research, irrespective of the origin of the source of funding, including research funding.
- All staff travel to academic conferences and visits by Exeter staff to other institutions, including where this travel is paid for by another institution or establishment.
- All approvers of staff travel
- All approvers of student travel for research, study, fieldwork and fieldtrips, irrespective of the source of funding, including trips for which the student arranges and pays for their own travel.

This policy **does not** apply to:

- Study and work abroad placements. These are managed centrally by the Global Opportunities Team. Further information can be found on their webpage: [Go Abroad](#). The Global Opportunities Team has processes in place to risk assess and authorise travel where appropriate, and to locate travellers and provide support in the event of an incident.

- Travel for UoE Sports Clubs. This is governed by separate regulation and guidance, and does not fall under this policy. Details can be found on the [Student Sport Committee Area](#), or by contacting [auadmin@exeter.ac.uk](mailto:auadmin@exeter.ac.uk).

### **Related University of Exeter Policies and Guidance:**

University of Exeter Principles for Essential Travel, published [here](#)

[Expenses and purchasing card policies](#)

[Principles for Essential Travel](#)

[Health and Safety Standard: Fieldwork](#) –this document is restricted to staff, held behind single sign on

### **Responsibility for Implementation**

The Registrar and Secretary has overall accountability for the implementation of this policy. Accountability at College and Professional Service level is noted within the table below, which sets out the requirements of the policy.

Standard to Meet		Accountability	Reference Documents and More Information
1	<p><b>International Travel Policy</b></p> <p><b>1.1</b> The International Travel Policy and associated Protocols are approved under the University Consultation and approval process.</p> <p><b>1.2</b> The Registrar and Secretary is responsible for ensuring that all international travel policy, protocols and guidelines are written in accordance with the relevant standards and guidance and are fit for purpose.</p>	Registrar and Secretary	
2	<p><b>Training for Staff Responsible for travel and/or booking/approving travel</b></p> <p><b>2.1</b> Training is available for all staff responsible for approving travel, setting out key elements that must be verified and where further escalation is required</p> <p><b>2.2</b> Training is available on request for University staff planning to travel, to review the requirements of the risk assessment, insurance and approval process</p>	<ul style="list-style-type: none"> <li>• Head of Compliance</li> <li>• Health &amp; Safety Manager</li> <li>• Insurance, Audit &amp; Risk Manager</li> <li>• Staff responsible for requesting, booking or administrating international travel</li> </ul>	<a href="#">Travel and Fieldwork Training Session</a>
3	<p><b>Applicable to all travelers – risk assessment and request for approval</b></p> <p><b>3.1</b> It is the accountability of the member of staff due to travel to complete a risk assessment detailing mitigations for risks associated with the activity, destination, and with travel to and from. The destination element must include a review of the <a href="#">FCDO guidance</a> for entry requirements, safety/security, and local laws and customs.</p> <p><b>3.2</b> If the destination location is detailed in the Current Sanctioned Countries section of the <a href="#">International Travel webpage</a>, insurance cover is not guaranteed. Details must be referred <b>at least 14 days in advance of the departure date</b> to <a href="mailto:insurance@exeter.ac.uk">insurance@exeter.ac.uk</a> to establish whether cover can be provided. If it cannot, the trip should not go ahead unless a robust personal insurance policy can be obtained, and approved by the trip approver (see Appendix A)</p> <p><b>3.3 Covid-19 specific clause</b> – For the foreseeable future, due to the fast changing situation, travelers must take into account the impact of the pandemic when determining whether to travel.</p> <p><b>3.4</b> Travelers must take into account academic/business benefits, costs, efficiency of resources/time, the green travel agenda, policies, and risk management when determining whether to travel. <a href="#">The Tyndall Decision Tree</a> approach should be used and reflected within the risk assessment.</p> <p><b>3.5</b> Staff trips greater than 3 months must be notified to <a href="#">Global Mobility</a> for immigration and tax law considerations.</p> <p><b>3.6</b> Any Visa conditions that may impact the ability to evacuate the country in a timely manner must be flagged within the risk assessment.</p> <p><b>3.7</b> The relevant approval process for the Travelers College or service should be followed (see appendix A). Failure to follow this process may invalidate travel insurance, and inhibit the University’s ability to respond should an incident occur.</p> <p><b>3.8 Approval must be received as set out at section ## before moving to the next step.</b></p> <p><b>3.9</b> Once fully approved, see section 7 for the booking policy.</p>	<ul style="list-style-type: none"> <li>• All staff planning to travel</li> <li>• All staff planning to book field trips</li> <li>• All travel approvers</li> <li>• Health &amp; Safety Manager</li> <li>• Insurance, Audit &amp; Risk Manager</li> </ul>	<p><a href="#">Essential Travel Principles</a></p> <p><a href="#">FCDO guidance</a></p> <p><a href="#">International Travel webpage</a></p> <p><a href="#">Global Mobility</a></p> <p><b>Travel risk assessments for:</b></p> <p><a href="#">Fieldwork International</a> – use for overseas trip where fieldwork, research or fieldtrip activity will be undertaken</p> <p><a href="#">In Country Fieldwork</a> – use if travelling within country of residence if any fieldwork, research or fieldtrip activity will be undertaken</p> <p><a href="#">International travel</a> – (for overseas trips where there is <b>no</b> fieldwork)</p> <p><a href="#">In Country travel</a> - use if travelling within country of residence where there is <b>no</b> fieldwork</p>

4	<p><b>Staff making travel bookings for conferences, or visits where the University <u>does not</u> pay for the travel</b></p> <p><b>4.1</b> Covid specific – until further notice, relevant approval must be obtained prior to booking, as set out within the <a href="#">Essential Travel Principles</a> document.</p> <p><b>4.2</b> Traveler must ensure that they have appropriate insurance in place for the trip.</p> <p><b>4.3</b> Traveler must provide details of their trip to the Compliance Governance and Risk Department. This must include travel dates, locations, and details of who within their college or service should be contacted if an incident response is initiated, and their own contact details while they are away. This will only be used in the circumstances of a University Incident Response.</p> <p><b>4.4</b> Any changes to itinerary must also be notified to <a href="mailto:TravelQueries@exeter.ac.uk">TravelQueries@exeter.ac.uk</a> to ensure that accurate information is available should a response be required.</p>	<ul style="list-style-type: none"> <li>• Academics travelling for conferences/as visiting speakers where <b>not</b> paid for by the University</li> <li>• Any staff travelling for career progression purposes, but <b>not</b> paid for by the University</li> </ul>	<p><a href="#">Essential Travel Principles</a></p> <p><a href="#">FCDO guidance</a></p> <p><a href="#">International Travel webpage</a></p> <p><a href="#">International travel risk assessment</a></p>
5	<p><b>Staff making travel bookings for fieldtrips or fieldwork where students will be in attendance.</b></p> <p><b>5.1</b> Details of all travelers attached to the trip must be provided to the insurance team prior to departure, so that insurance is in place. See <b>Approval must be received as set out at section 6 before moving to the next step.</b></p> <p><b>5.2</b> Once fully approved, see section 7 for the booking policy</p>	<ul style="list-style-type: none"> <li>• Fieldtrip Leads</li> <li>• College Administrative Support</li> <li>• Insurance Audit and Risk Team</li> <li>• Health and Safety Team</li> </ul>	<p><a href="#">Place Based Learning Process and Procedure</a></p> <p><a href="#">FCDO guidance</a></p> <p><a href="#">International Travel webpage</a></p> <p><a href="#">Fieldwork International risk assessment</a></p>
6.	<p><b>Approval of Trips</b></p> <p><b>6.1</b> Approval pathways for colleges and services are set out within the <a href="#">Essential Travel Principles</a> document.</p> <p><b>6.2</b> Trip approvers must confirm that the travel meets the criteria for essential travel, and that any mitigations set out within the risk assessment are reasonable and proportionate.</p> <p><b>6.3 Covid-19 Specific clause</b> – the mitigations stated against the Covid-19 status of the destination country should be verified. Consider any implications on budget and ability to return to work should self-isolation or Government arranged isolation be required.</p> <p><b>6.4</b> If the destination is listed within the current Sanctioned Countries section of the <a href="#">International Travel webpage</a>, confirmation of insurance should be sought prior to approving the trip. Consider that insurance to such destinations will be limited, as will support for evacuation should an incident occur. Mitigations should be included within the risk assessment addressing this.</p> <p><b>6.5</b> If a staff trip is greater than 3 months, confirmation should be sought that the traveler has notified Global Mobility to ensure that the University complies with immigration and tax law.</p> <p><b>6.6</b> By policy, all trips should be booked via the University Travel Partners. If this is not possible, the risk assessment should include detail on why this is the case. See section 7 for examples. Approval to use the exceptions process should only be given where it would be entirely unreasonable to request otherwise. Note that the exceptions process means that there is less support for the traveler should an incident occur, and an increased risk of financial losses due to cancellation or curtailment.</p> <p><b>6.6</b> Approval should be provided as long as the criteria for all above steps is met, and approval confirmed to the traveler.</p> <p><b>6.7</b> If the trip is declined, confirmation of this and the reason for the decision should be provided to the traveler.</p>	<ul style="list-style-type: none"> <li>• Line Managers of travelers</li> <li>• Head of Student Recruitment</li> <li>• Head of Discipline</li> <li>• Directors of Service</li> <li>• Directors of College Operations</li> <li>• Research Restart Panel</li> <li>• Fieldwork Review Panel</li> <li>• Associate Dean for Education</li> <li>• Education Review Panel</li> <li>• SEAS College Coordinator</li> <li>• SEAS Global Operations Manager</li> <li>• Global Mobility Team</li> </ul>	<p><a href="#">Essential Travel Principles</a></p> <p><a href="#">FCDO guidance</a></p> <p><a href="#">International Travel webpage</a></p> <p><a href="#">Global Mobility</a></p>
7.	<p><b>Booking of trips – all travelers (excluding where the University is <u>not</u> paying for the trip as per section 4)</b></p> <p><b>7.1</b> Only once insurance and approval has been confirmed, the trip can be booked via the University travel partners. The booking process will require confirmation that insurance and formal approval have been completed.</p> <p><b>7.2</b> Bookings made via the travel partners will trigger travel alerts specific to the destination location(s), and enable reporting to (a) formally register for insurance, and (b) allow the University to locate and support travelers should an incident occur.</p> <p><b>Agreed Exceptions Process – to be followed only with express authorisation</b></p> <p><b>7.3</b> An exceptions process has been agreed for bookings that cannot be made via the University travel partners. Examples of reasonable cause to use the exceptions process are:</p> <ul style="list-style-type: none"> <li>• Travel organized via an approved partner that is not available to book via the travel partner. Note that a request should be made to Procurement to include the partner as a vendor.</li> <li>• Travel included within research funding where the cost for a</li> </ul>	<ul style="list-style-type: none"> <li>• Travellers</li> <li>• Members of staff booking trips on behalf of others (e.g. PA or Administrative Support)</li> </ul>	<p><a href="#">Procurement Services Travel</a> (staff access only)</p>

	<p>comparable refundable/cancellable option is prohibitive compared to alternative providers</p> <p><b>7.4</b> A University purchase card must be used for all exceptions bookings.</p> <p><b>7.5</b> Details of the trip must be registered in addition to the risk assessment and approval process already followed via the online form. This enables reporting to (a) formally register for insurance, and (b) allow the University to locate and support travelers should an incident occur.</p> <p><b>7.6</b> For trips booked outside of compliance with this policy, the University reserves the right to withhold the reimbursement of related expenses and apply disciplinary procedures.</p>		<p><a href="#">International Travel Form</a> (staff only, and for the exceptions process only)</p>
8	<p><b>Risk, Incident Management and Monitoring</b></p> <p><b>8.1</b> The University fulfils its commitment to prevention, protection, mitigation and response to travel incidents through traveler risk assessment and approval, travel risk notifications via the University travel partners, and the processes within the International Travel Incident Response Plan.</p> <p><b>8.2</b> The registering and monitoring of travel is in place to ensure that reasonably foreseeable risks are being appropriately managed, and that appropriate insurance is in place.</p> <p><b>8.3</b> The Insurance Audit and Risk Team will take reasonable steps to notify travelers and approvers of incidents to which it becomes alerted that may impact the original risk assessment for travel.</p> <p><b>8.4</b> To enable the best support and protection of international travelers connected to the University, it is essential that this policy has been adhered to, with travel risk assessed, approved and booked as set out.</p>	<ul style="list-style-type: none"> <li>Insurance Audit and Risk Team</li> <li>All Travelers</li> <li>All Approvers</li> </ul>	

## Standard monitoring and measurement criteria

Adhering to this policy will ensure that reporting can be obtained via the risk assessment and booking process. Any claim made against the travel insurance policy will require evidence of the approved risk assessment, and the date that this was completed (prior to departure). The number of trips conducted will be reported to the insurer to inform the premium for the travel insurance policy.

Specifically the following will be measured:

1	The total number of international trips conducted, and the maximum, minimum and average duration
2	The total number of trips conducted to "higher risk countries", and the maximum, minimum and average duration. Validation of the number of trips referred to the insurer in accordance with the advance notice clause.
3	The total number of trips conducted split by insurance region (USA; International (Europe), Rest of the World), and the maximum, minimum and average duration for each
4	Scheduled International Travel Incident Response exercises will be conducted to test accessibility of data and response structures

### Document Revision History

<b>Initiation Date:</b>	24 May 2021
<b>Author:</b>	Interim Insurance Audit and Risk Manager
<b>Key Contributors:</b>	Travel Coordinator, University of Exeter Travel Restart Group, British Standards, USHA
<b>Approver:</b>	University of Exeter Sustain Project Silver Policy Team
<b>Review (annual)</b>	May 2022

Version	Revision Date	Modified By	Description of Revision	Approved by
1	24/05/2021	Travel Coordinator and Interim Insurance Audit and Risk Manager	Re-draft of travel policy to consolidate and align to British Standards, USHA Guidance, Travel Restart project principles, Green Travel Targets and best practice. Consulted with Travel Restart Group	Sustain Silver Policy Group