

University of Exeter Principles for Essential Travel V8 – valid from 18th November 2021

Overarching Principles

Set out below are the criterion that any request to travel must align to. [This includes travel for business, teaching, research or study linked to University business.](#)

- a) Reflecting our institutional approach to the management of Covid-19
- b) Aligned to Green Recovery agenda; traveling only where alternatives are unavailable/outcome requires travel, with the aim of 50% carbon reduction.
- c) Subject to change following Government/Public Health England and Department for Education guidance (as it evolves in relation to notification/ emergency controls). This includes guidance on restrictions that are introduced locally, nationally, internationally or globally.
- d) Requiring risk assessment, approval, and, where overseas, confirmation of insurance before travel can be booked/undertaken. **Note:** some countries require a minimum of 14 days advance notice via insurance@exeter.ac.uk as set out here: [International Travel webpage](#), headed “Current Sanctioned Countries”.
- e) Enable monitoring that would allow us to effectively respond to any significant incident, supporting staff and students in impacted overseas destinations and in UK locations.
- f) Research / field / business trips exceeding 90 days overseas must follow the principles of the University’s Global Mobility policy to comply with employment law: (<https://www.exeter.ac.uk/staff/employment/globalmobility/principles/>). [An initiation form](#) must be completed, signed off and submitted as directed. The trip cannot commence without the required employment and payroll arrangement in place.
- g) The University does not support overseas remote working for personal reasons. However, If a member of staff, PG or student is travelling for UoE business or study and wish to stay on in the country to see family, sightseeing or other incidental travel after the business travel is complete, that is fine provided the incidental travel does not exceed 50% of the period of time on the trip for business reasons

[See next pages for travel approval pathways](#)

Reviewed 18th November 2021 Next review due December 2022, or on change of Government travel guidance.

2. International Travel Approval Pathways (see next page for In Country travel approval)

The University travel approval pathways set out below have been defined by the type of travel to be undertaken. Note that as at 1st November 2021, the Government has removed all countries from the “red list”, also removing the requirement for managed quarantine on return. This step is to be kept under review by the Government every three weeks. This may lead to rapid change. **If a Red Country list is declared at any time, travel to any destinations rated as red will require additional approval by Gold.**

It remains the responsibility of the traveller and the person approving that travel, to ensure that checks are made both on the inbound and outbound travel restrictions to ensure passage outside of the UK and the return journey are planned according to the current COVID 19 requirements.

There remains a risk that destination countries may not permit entry to travellers from the UK. All personnel arranging travel **must** check both:

- FCDO guidance for the destination country: [Foreign travel advice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-travel-advice), including entry requirements and COVID information section. **However**, note that the guidance on this webpage relates more fully to returning to the UK, and should always be read in conjunction with:
- The destination countries consulate or embassy. Lists of these organisation are published by the Government: [Foreign embassies in the UK - GOV.UK \(www.gov.uk\)](https://www.gov.uk/foreign-embassies), including webpage link and details for key contacts.

The requirement remains that once approval has been made and any relevant travel insurance has been taken out, all travel bookings must be made via the click / key travel systems unless exempt. Access to these systems can be granted by your college/service travel booking admin personnel.

(Please find approvals table below)

International Travel Approval Pathways 18th November 2021

TRAVEL TYPE	APPROVAL PATHWAY (not red list)	APPROVAL PATHWAY IF RED TRAVEL
Overseas Recruitment	Line Manager	Gold
Global Partnerships (Team/Exec)	Line Manager	Gold
Global Partnerships (Funding award)	Head of Discipline	Gold
Research Fieldwork/fieldtrips <i>e.g. medium to high risk activities, remote locations etc.</i>	DCO	Research Restart and recommendation to Gold
Taught programmes Fieldwork/Fieldtrips <i>e.g. medium to high risk activities, remote locations etc.</i>	ADE / DCO	Review panel with recommendation to Gold
Conferences, meetings, visiting another institution as a visiting scholar, low risk activities e.g. filming, office/teaching based	Head of Discipline	Gold
Professional Services (general) <i>Conferences, meetings, visiting another institution low risk activities</i>	Line Manager	Gold

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3. In Country Travel Approval Pathways

Note that “In Country” relates to trips where the end to end travel does not cross international borders. This can relate to travel within the UK, or any other country of residence, where no borders are crossed. The University travel approval pathways set out below have been defined by type of travel.

Travel Type	Risk Assessment Type	Approval Route	Escalation Route (if concern regarding decision)
Domestic Travel Between Exeter and Penryn Campuses.	Travel Risk Assessment Template (Abridged)	Line Manager	
UK Business trip – day trip or overnight stays <i>Conferences, meetings, visiting another institution as a visiting scholar, low risk activities e.g. filming, office/teaching based</i>	In-Country Travel	Line Manager	DCO Head of Department
UK Research trip, Fieldwork & fieldtrip – day trip or overnight stays <i>Fieldtrip or fieldwork (teaching or research) - medium to high risk activities, remote locations</i>	Fieldwork (In Country)	Director Of Research	Research Restart Panel

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UK Field trip, fieldwork or filming on taught programmes – day trip or overnight stays	Fieldwork (In Country)	Head of Department or nominee	ADE/DCO and/or Fieldtrip and Fieldwork review panel for taught programmes
Non-UK (based overseas, no crossing of international borders) Research trip or field activity on taught programmes – day trip or overnight stays	Fieldwork (In Country, Overseas)	DCO (research trip) ADE/DCO (field activity on taught programmes)	Any concerns to Research restart panel or Fieldtrip and Fieldwork review panel for taught programmes PLUS if Red Listed - research restart to relevant panel with recommendation to GOLD