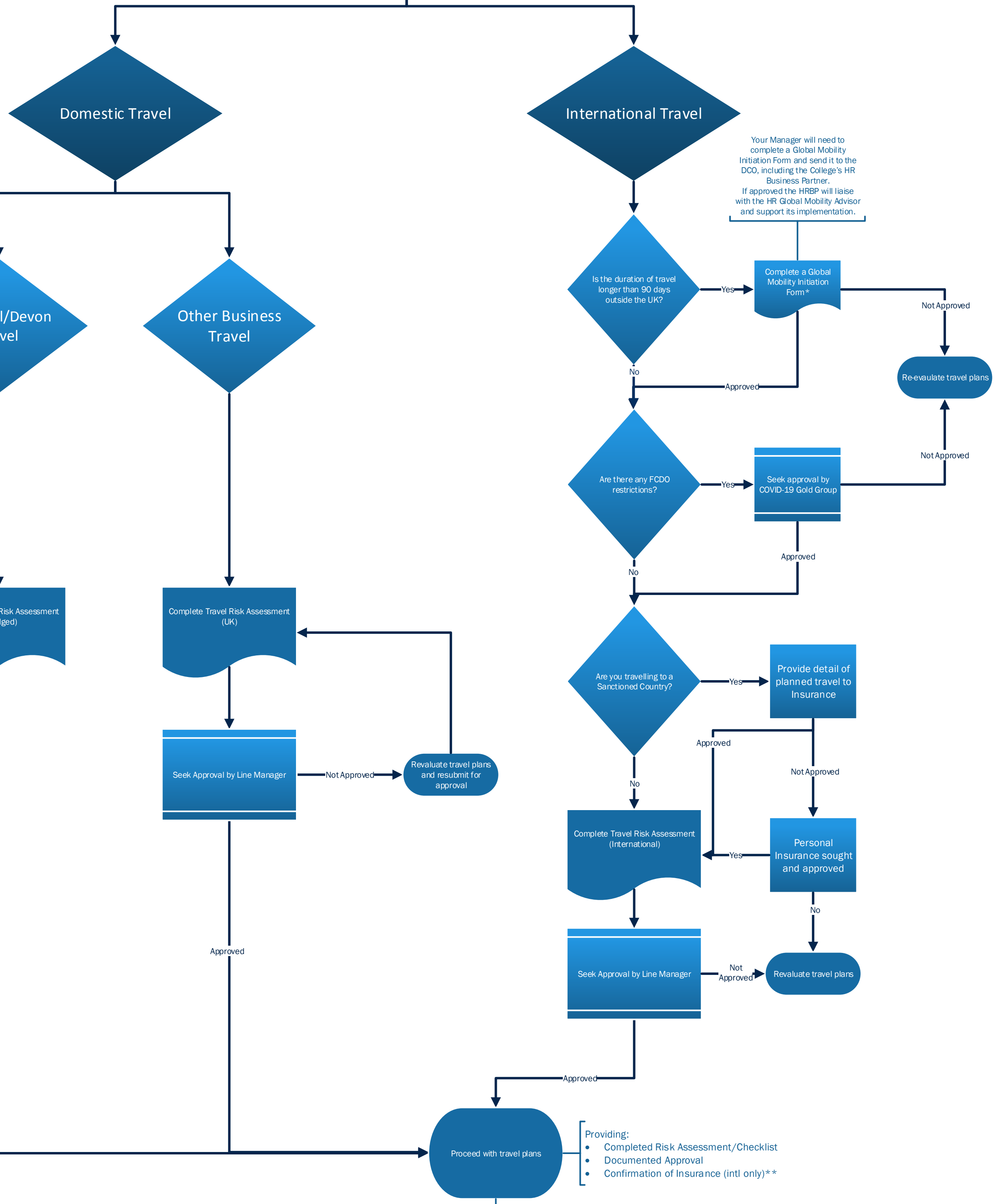


*Working overseas has implications in terms of immigration, labour law, tax, social security and payroll. Your manager will need to complete a global mobility initiation form and send it to the DCO or Director of Service for approval (including HRBP). If the project is approved in principle, the Global Mobility team will check the feasibility, costs and risks involved and deliver an advice to the DCO or Director of Service. Only if the DCO or Director of Service gives their final approval for implementation can the project be implemented. No work shall commence outside the UK until HR has given confirmation that the appropriate employment structure is in place

**The Insurance Office will forward all international risk assessments to the Health and Safety Team to review and comment.

Travelling for Business

You need to consider:
 The essential principles for travel
 The University Travel Policy
 Whether you have recently updated your health questionnaire?



Your Manager will need to complete a Global Mobility Initiation Form and send it to the DCO, including the College's HR Business Partner. If approved the HRBP will liaise with the HR Global Mobility Advisor and support its implementation.

- Providing:
- Completed Risk Assessment/Checklist
 - Documented Approval
 - Confirmation of Insurance (intl only)**

- Accommodation and transport to be booked via Click or Key Travel
- Mileage and expenses to be claimed upon return