

University of Exeter Principles for Essential Travel V10 – valid from December 2022

Overarching Principles

Set out below are the criterion that any request to travel must align to. This includes travel for work, study, research and other purposes linked to University business.

- a) Reflecting our institutional approach to the management of any major event (pandemic, weather event, security risk etc.), and 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.
- b) Aligned to carbon and environmental targets; traveling only where alternatives are unavailable/outcome requires travel, with the aim of achieving net zero carbon by 2030. See the [sustainability](#) pages for information on travel choices and impact.
- c) Requiring risk assessment and approval before travel can be booked/undertaken.
 - **Note:** some countries require 14 days advance notice via insurance@exeter.ac.uk. This includes destinations that the [FCDO](#) advises against travel, plus destinations set out by our insurer, set out on the [International Travel webpage](#), headed “Current Sanctioned Countries”.
- d) 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.
- e) 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.
- f) The University does not support overseas remote working for personal reasons. As a consequence the whole time spent overseas by members of staff must be related to a particular business objective (conference, field / research trip etc.). When this business objective is completed, staff members are required to return to the UK to resume their normal activity.

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

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 some destination countries still require Covid testing or vaccination as a condition of entry. It is vital that travellers continue to check the requirements for their destination.

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.
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Insurance – referral to the insurance team prior to booking is only required if one or more of the following criteria is met:

- The trip is to a high risk or sanctioned country
- A group field trip travel application is required, with contribution to be made by the college/faculty
- A partner and/or dependents are to be included in the insurance application (note that all of the party must be travelling together for the full duration of the trip)

International Travel Approval Pathways December 2022

TRAVEL TYPE	Approval pathway
Overseas Recruitment	<ul style="list-style-type: none">• Line Manager
Global Partnerships (Team/Exec)	<ul style="list-style-type: none">• Line Manager
Global Partnerships (Funding award)	<ul style="list-style-type: none">• Head of Discipline
1. Research Fieldwork/fieldtrips OR 2. Student Fieldwork/Fieldtrips	Line Manager
Conferences / outbound visiting lecturer	<ul style="list-style-type: none">• Head of Discipline
Professional Services (general)	<ul style="list-style-type: none">• Line Manager

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	Assessment Type	Approval Route
UK Business trip – day trip or overnight stays	In-Country Travel	Line Manager
UK Research trip – day trip or overnight stays	Fieldwork (In-Country)	Line Manager
UK Field trip * – day trip or overnight stays	Fieldwork (In-Country)	Refer to Process and procedure (sharepoint.com)
Non-UK (based overseas, no crossing of international borders) Research trip – day trip or overnight stays	Fieldwork (In-Country, Overseas)	Line Manager

*Field trips – note that due to the different types of travel associated with fieldtrips, there are variations in approval processes. Please refer to the published Place Based Learning site here: [Process and procedure \(sharepoint.com\)](#)