International Travel Approval Process

*Travel (including booking) is not permitted without the correct Faculty/ PSU authorisation

Complete Personal Security Awareness module – See Crisis24 Horizon Complete Request to Travel form and determine country status to establish the correct international travel form FCDO advises against all No FCDO travel advisories No FCDO travel advisories travel unless on essential and/ or Crisis24 Horizon and/ or Crisis24 Horizon business or all travel and/ risk rating above 3.0 and risk rating 3.0 and below or Crisis24 Horizon risk up to (but not including) 3.5 rating 3.5 or above Complete Red Complete Green Complete Amber International Travel Risk International Travel Risk International Travel Risk Assessment Form Assessment Form Assessment Form Complete any accompanying risk assessments such as fieldwork (for moderate/ high risk activities)/ placement and Participant Declaration and Information Form (if applicable) Reviewed and signed by Line Manager/ Supervisor ANY Crisis24 Horizon ANY Crisis24 Horizon risk rating is 3.5 or risk rating is 4 or above above (but less than 4) Authorised by Line Manager/ Supervisor Faculty/ PSU and Faculty/ PSU review **HS&R** review Authorised by Head of Reviewed and signed by Head of School School Authorised by: Faculty - Executive Dean of Faculty **PSU** - Registrar (or nominated deputy) Email sent to International Travel Risk Assessor confirming authorisation/ denying request

The International Risk Assessor must:

- Ensure International Travel Risk Assessment is still valid at time of departure.
- Download SafeZone check active in country to be visited.
- Set up Crisis24 Horizon travel alert https://umal.co.uk/travel-hub/travel-alerts/.
- For group travel, Participant Declaration and Information Form completed.