

ITA01 Travel Approval Form
(Research, Conference, Staff Development, Overseas Business Activity)

1. Employee Contact Details

Name	
Faculty / School / Institute / Department	
Work Phone Number	
Mobile Number	
Email / Social Media Address	

2. Visit Details

Country / Countries and Region of Destination		
Dates of Visit	From:	
	To:	

3. Details of any other persons travelling with the Employee

Name	Faculty /School/Department:	Reason for travelling

4. Reason for Travel

Is this visit included the Faculty / Service Department's annual visit schedule? YES / NO
If not included, please state the reason for the visit.
Aims & Objectives of the visit
What will be the specific outcomes of the trip and how will these benefit the Faculty / School / Institute / University?
Is the visit for teaching only? YES / NO (n.b. If the answer is <i>No</i> please attach the previous visit report)
If the previous visit report is not attached please explain why

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5. Proposed Itinerary / Check-in Arrangements

Please detail the procedures (e.g. email, telephone, social media) and persons involved to outline how you will notify the University that you have reached your destination.

Date	Location / Destination	Activity (i.e. flight, hotel, meeting)	Contact at Destination	Check-in Arrangements with UoW

6. Finance Information

Complete this section if required by your Faculty / Service Department. Employees may wish to append details of their FIN01, FIN02 and / or FIN06 expenses form to this document as an alternative.

Approximate Costs £	
Travel Costs:	
Hotel Costs	
Meals:	
Registration Fees:	
Other Costs:	
Staff Time Cost:	
Estimated Total Cost:	
Work Order Number:	

7. Foreign and Commonwealth Office (FCO) / Stonewall / Healix travel advice

Please copy and paste the most recent advice from the above sources relevant to the destination(s) / location(s) of the visit.

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8. Travel Checklist

Please tick the appropriate sections confirming you have completed the appropriate documentation and prepared yourself as much as possible for the visit.

Item / Document	Detail	Tick if completed
Policy on International Travel	Employees should read and comply with the policy.	
ITA02 Risk Profiling Tool / Form	Completion of the ITA02 is mandatory for all employees wishing to travel overseas; If the employee is accompanied by others, ensure the risk assessment has considered all those travelling. Complete further ITA02 forms if individual circumstances differ.	
University Risk Assessment Form	It is necessary to complete the University Risk Assessment form if completion of the ITA02 shows the risk to health and safety exceeds being low.	
Equipment	University mobile phone; Satellite phone; Medical kits; Personal safety items	
Finance Documentation completed	FIN01 / FIN02 / FIN06	
Insurance Documentation completed	TravelCert; University's Insurance Officer contacted for travel to sanctioned regions	
Next of Kin information	TravelCert; Next of Kin information given to colleague(s)	
Passport Information	Copy of passport / visa given to colleague(s) if necessary	
Emergency Contact	Details of the person /	

details	method of emergency contact based in the UK. N.B. Must be contactable 24/7 and out of usual working hours	
Personal health matters arranged	Vaccinations; Medication etc.	
Safety	Method of routine communication; System for emergency communication; Accident / emergency plans in place; FCO / Stonewall / Healix advice	
Travel Itinerary	Copy of itinerary given to colleague(s)	
Training Completed	International Travel; Anti-Bribery: Online; Risk Assessment Training; Any specialist training, e.g. HEAT, Lone Working	
Visa	Visa obtained if required for visit	

8. Employee Declaration

I certify that I have read and understood the University of Wolverhampton's Policy on International Travel. I confirm that I will comply with the policy and that a suitable and sufficient risk assessment has been completed on behalf of myself and any others travelling with me.	
Signature of Employee:	
Date:	

9. Line Manager Approval

I am satisfied that the employee named above has read and understood the University of Wolverhampton's Policy on International Travel. I have seen and can confirm that a suitable and sufficient risk assessment has been completed by the employee on behalf of themselves and any others travelling with them. I am satisfied that he / she is competent and prepared to undertake this visit.	
Signature of Line Manager(s):	
Date:	
ONLY TO BE COMPLETED IF LINE MANAGER IS	

UNABLE TO APPROVE TRAVEL Signature of Dean of Academic Faculty or Director of Service Department:	
Date:	

Once completed, please forward a copy of this form by email with a suitable subject title identifying the nature of the email to the International Office: international@wlv.ac.uk

If you require further assistance or advice, please refer to the University's Policy on International Travel for resources and contact information.

Failure to obtain approval prior to arranging travel is a serious breach of the policy and the employee may not be covered by the University's Travel Insurance provider.