

ITA03 Visit Report

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| Name: | |
| Faculty/School/Department: | |
| Dates of Visit | From: |
| | To: |
| Persons seen / met: | |
| Meeting(s) Details / Teaching Undertaken | |
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| What were the outcomes of the meeting / achievements in the teaching and how will these benefit the University? | |
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| Are there any actions that need to be taken by the Faculty / Institute / Department as a result of the | |

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| visit? YES / NO |
| If Yes, please provide details. |
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| <p>Health and Safety</p> <p>Employees should note any health and safety issues experienced during their overseas visit. In cases where health and safety issues have been experienced, line managers should use this information to inform future approvals and visits to this location. Where accidents, personal harassment, incidents of violence, near misses etc. have occurred during the visit, these should be reported via the University's Accident and Near Miss portal. Please enter any relevant information below.</p> |
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| Has a debrief taken place between you and your line manager or relevant staff? YES / NO |
| If Yes, please provide details. |
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| Were you presented with any gifts during your visit? YES / NO |
| If Yes, please provide details. |
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Please submit this form to your line manager. Please also send a copy of this form to other relevant departments if you believe the information it contains is of future relevance to overseas travel matters including matters of health and safety.

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