

POLICY ON TRAVEL OVERSEAS

In the interests of safety, staff and students who may be required to travel on University business must ensure they

- check travel information provided by the Foreign and Commonwealth Office and
- contact the University's Insurance Section (insurance@abdn.ac.uk or extension 3816) to discuss travel insurance requirements.

FOREIGN AND COMMONWEALTH OFFICE ADVICE

On their website under "travel advice", the Foreign and Commonwealth Office (FCO) lists

- 1) countries, and parts of countries, to which the FCO advises against all travel and
- 2) countries, and parts of countries, to which the FCO advises against all but essential travel.

For staff or students required to travel to *any* of the countries, or parts of countries, listed in either (1) or (2)

- Permission for travel should be obtained from the Head of your College / University Secretary;
- Flights should be arranged through the University-approved travel agency;
- Staff and students should adhere to advice provided by both the Travel Agent and the Airline;
- A travel itinerary should be provided, for security purposes.

Staff and students are reminded that the University of Aberdeen travel insurance policy will be invalidated if travel proceeds against Foreign Office advice.

Staff and students, who are concerned about traveling abroad on University business, should address these concerns to the Head of your College / University Secretary.

Staff and students are expected to co-operate fully with any airport and airline security procedures in place in major airports worldwide.

The University will continue to update this policy in line with Foreign and Commonwealth Office advice.

Secretary to the University

Title	Overseas Travel Policy
Author / Creator	Nigel Corby, University Safety Adviser
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Subject / Description	To set out requirements to be met by those travelling overseas on University business
Equality Impact Assessment	NA