

# University Travel Security

## Top Eight Things to Know

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**All you need to know about travelling on behalf of the University in eight easy steps;**

1. **Insurance:** All travel activity outside the United Kingdom requires insurance; you must therefore complete your insurance cover on the University Intranet in advance of your journey and obtain your cover code and insurance details. You may wish to consider printing these details off in advance rather than just rely on your phone in the event you are unable to obtain a signal in an emergency. Details on booking your Travel Insurance can be found at the following link: <https://intranet.birmingham.ac.uk/finance/travel/index.aspx>. Key principles are:

(a) University staff or students should register for the University Business Travel policy.

(b) Delegates travelling to a conference from abroad to another location abroad have to make their own travel insurance arrangements.

**Please note:** you must print off a copy of the **Travel Cover Summary** from the website and take it with you abroad as it has the medical emergency contact telephone number and policy number. <https://intranet.birmingham.ac.uk/finance/travel/Travel-Cover-Summary.aspx>

2. **Preparations:** If you are planning a University business trip abroad or a flight within the UK, either alone or as part of a group, you must make preparations well in advance of the trip to ensure risks to both staff and/or students are identified and controlled. You should consider visiting the Foreign Office Website <https://www.gov.uk/government/organisations/foreign-commonwealth-office> and / or the Global Security Centre Website (the passcode is available on the Intranet pages) <https://intranet.birmingham.ac.uk/finance/travel/crg.aspx> also view the Travel and Working Abroad document at <https://intranet.birmingham.ac.uk/hr/documents/public/hsu/hsuguidance/24twa.pdf>
3. **Contract:** The University has a contract in place with Key Travel. This contract should provide most of your requirements. A lot of work has been done with Key Travel over the last few years to enhance its value for money in areas such as: reduced on-line air bookings; a new on-line hotel tool; no booking fees for rail travel; improved booking process; and traveler safety tracker.
4. **Resources:** The University encourages use of its Key Travel contract wherever possible. Where this is not possible i.e. perhaps a hotel booking is part of a conference, or a destination may be complex, or local knowledge of the area is important, or the journey is a lot cheaper elsewhere etc., please consider the following points if going outside the University travel contract:
  - *It is not a good use of staff time to be excessively trawling for best deals on the Internet (unless significant savings are available).*
  - *The advertised price may not be the price you pay at the end of processes as other costs may need to be added.*
  - *There may be cancellation fees and other costs not originally considered.*

- *You may compromise the University's staff Duty of Care as your journey may be not registered if you pay for the journey and claim it on expenses.*
  - *To process an expense claim may cost the University up to £50.00 in time, processing and authorisation activity.*
5. **Emissions targets:** The University's Key Travel contract also collects travel emissions data on behalf of the University; this assists the University in calculating accurately its annual emissions for its reporting to the Higher Education Funding Council for Education (HEFCE).
  6. **Guidance:** The University has information and contact numbers available in its International Travel Security and Safety Guidance (Keeping safe on and off campus); this is on the Intranet as follows:  
<https://intranet.birmingham.ac.uk/has/security/Keeping-safe-on-and-off-campus-.aspx>. You should ideally read this or have a copy available with you when travelling for the University.
  7. **Responsibility:** all senior managers and directors should ensure that staff and students under their jurisdiction travel safely when embarking on a journey on behalf of the University. Please note that Key Travel hold University consent and approval from all staff members to allow both Key Travel and Amadeus to process their personal data for University activity.
  8. **Stay Safe:** please ensure you take all of the necessary precautions to make your journey on behalf of the University as safe as possible, in the event of an emergency you have information to help you and that staff are aware of your location at all times and that you are safe and well whilst travelling and working and most of all, enjoy your trip!

**Please note:** Students travelling abroad (or back to their home base) still require a level of Risk Assessment if they are carrying out duties or learning required by the University, especially if they are returning to a currently "security challenging" country; please ensure you have reviewed the "Management Checklist" at <https://intranet.birmingham.ac.uk/finance/travel/index.aspx> (Travelling and Working Abroad document, Page 7, Management Check List 2) Therefore:

- (a) Review the travel guidance
- (b) Visit the Foreign Office website for assessment of risks
- (c) Visit the Control Risk Group Website (CRG on-line) for specific area advice  
[http://www.britishexpertise.org/bx/pages/Organisation\\_view/56.php](http://www.britishexpertise.org/bx/pages/Organisation_view/56.php)

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