

International Business Travel Risk Management Procedure

Version v1 April 2026

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Policy Owner – Vice Principal (Governance) and University Secretary

Parent Policy Statement – Corporate Governance

Public Access or Staff Only Access – Public

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Changes and Reason for Changes – Updated based on the new online Business Travel Procedure, introduction of separate Staff and Student PowerApps



1. Purpose

This Procedure sets out the University's arrangements for managing the risks associated with international travel undertaken by staff and students. It provides the framework through which the University:

- links international travel to a recognised business or academic purpose
- identifies, assesses and manages travel-related risks
- meets its duty of care so far as reasonably practicable
- confirms insurance eligibility for approved travel
- maintains oversight of travellers to offer support and signposting for them during incidents overseas.

This Procedure supports, and must be read alongside, the Business Travel Procedure (BTP). It focuses exclusively on risk, duty of care, travel risk assessment and insurance. The BTP should be consulted for booking processes, cost controls, class of travel, sustainability requirements and use of Clarity.

2. Scope

This Procedure applies to all staff and students undertaking international travel on behalf of the University.

2.1 Staff

Covers international travel undertaken for teaching, research, partnership activity, conferences, training, fieldwork, business development or other approved University purposes.

2.2 Students

Covers international travel undertaken as part of a recognised academic activity including mobility programmes, study abroad, research trips, conferences, placements, fieldwork or competitions. For students, travel is in scope only when it has a clear academic or University business purpose. University insurance and duty of care apply only to the approved itinerary and approved dates.

2.3 Exclusions

The following are out of scope:

- personal or leisure travel
- annual leave taken before, during or after a business trip
- domestic travel within the UK
- any international travel not approved through the appropriate International Travel PowerApp.

3. Definitions

Business Purpose	University-approved work including teaching, research, meetings, conferences or partnership activity
Academic Purpose	University-approved student mobility, research, placement, study or supervised academic activity
Travel Risk Assessment	A proportionate assessment of risks relating to destination, traveller profile and planned activities
Residual Risk	Risk remaining after mitigation measures are applied
High Risk Travel	Travel to destinations or activities assessed as medium or high risk, including where FCDO advice is restrictive
Duty of Care	The University's responsibility to take reasonable steps to ensure the safety of travellers undertaking approved activities
Personal Travel	Travel undertaken for leisure or private purposes. Not covered by insurance or duty of care
Significant Residual Risk	Risk remaining after mitigation measures that exceeds the University's travel risk appetite and requires escalation to the University Secretary

4. How to Use This Procedure

International travel follows a clear sequence:

- Pre-application requirements
- Initial Line Manager "in-principle" approval to proceed
- Traveller completes risk assessment
- Traveller submits PowerApp
- Formal approval (LM/Supervisor → School/Dean/Director → R&R → escalation)
- Pre-departure preparation
- Monitoring during travel
- Incident response
- Post-travel actions

This Procedure sets out traveller responsibilities and the risk related elements of the process; operational booking steps are governed by the Business Travel Procedure and included within the PowerApp user guidance.

5. Pre Application Requirements

Before starting an international travel application, all travellers must ensure that:

- they hold a valid passport for the duration of the trip

- required visas or entry documentation have been identified and, where necessary, obtained
- a valid GHIC card is held (European travel)
- destination specific risks have been identified and mitigations considered
- next of kin details are accurate before uploading
- they understand the limits of University duty of care and insurance.

5.1 Staff

Relevant medical conditions must be discussed with Risk & Resilience to enable insurer liaison

Medical information must not be entered into the PowerApp.

Travellers must not travel against medical advice or for the purpose of obtaining medical treatment.

5.2 Students

Relevant medical conditions must be discussed with Risk & Resilience.

Medical information must not be entered into the PowerApp.

Students must confirm whether the travel is part of a UWS Mobility programme.

5.3 Dual status Travellers

PhD students with active staff accounts must use the Staff International Travel PowerApp.

6. Roles and Responsibilities

Travellers (Staff and Students)	• complete the appropriate International Travel PowerApp • provide full and accurate itinerary, accommodation and contact details • prepare appropriately for the destination • comply with identified risk controls • maintain communication during travel • notify any changes to plans • report incidents promptly • comply with UWS conduct expectations and local laws
Deans/Directors (Staff)	• confirm the business purpose of travel is appropriate • approve the travel request
Line Managers (Staff)	• ensure appropriate check-in arrangements are met • Where a traveller misses a check-in and cannot be contacted, the Line Manager must escalate immediately to Risk & Resilience, who will escalate to senior leadership / MIT if appropriate.
Academic Supervisors / Mobility Leads (Students)	• confirm the academic purpose of travel

	• consider experience, supervision needs and safeguarding • ensure appropriate support arrangements with host organisations • approve the travel request.
Health & Safety	• review all travel risk assessments for destination, activity and safeguarding risks • request further information if needed
Risk & Resilience	• request further information if needed • liaise with insurers where medical declarations require review • confirm eligibility for insurance • endorse completed and authorised trips • issue insurance documents for endorsed trips • maintain oversight of travellers overseas • offer support during overseas incidents • escalate significant residual travel risks • activate or support activation of the University Major Incident Plan where required
University Secretary	• make decisions on travel where significant residual risk remains including where FCDO advice is restrictive or insurance limitations exist

7. International Travel PowerApps

The University operates two International Travel PowerApps: one for staff and one for students. These systems form the formal mechanism through which international travel is requested, risk-assessed and approved.

The PowerApps:

- provide a standardised, mandatory process for submitting travel details and risk assessments
- capture itinerary, accommodation, contact details and next-of-kin information required to meet the University's duty of care
- route travel requests through the required approval workflow (Line Manager/Supervisor; Dean/Director or School/Service approver; Health & Safety; Risk & Resilience; University Secretary where residual risk remains);
- enable Risk & Resilience to assess risk, endorse travel and confirm insurance eligibility
- ensure the University maintains oversight of staff and students travelling overseas.

Workflow diagrams for each system are included in Appendix A (staff) and Appendix B (students) and form an integral part of this Procedure. Travel must not be booked until the PowerApp approval process has been completed. The PowerApps contain mandatory fields and automated approval steps that form part of this Procedure. These requirements must be followed in full when submitting an international travel request.

8. Risk Assessment Requirements

Every international trip must be supported by a risk assessment that is proportionate to the destination and activity.

8.1 Destination Risks

The assessment must consider:

- overall risk rating
- health risks
- security conditions and crime
- political or civil stability
- natural hazards
- local transport and infrastructure
- any FCDO or host country restrictions.

8.2 Traveller Factors

Staff: experience, familiarity with region, independence, role.

Students: age, experience, safeguarding needs, supervision requirements.

8.3 Activity Risks

Including but not limited to:

- fieldwork
- research environments
- laboratory or specialist work
- community, partner based or remote settings
- placements or internships
- activities involving heightened risk.

8.4 Medical Fitness

Relevant medical conditions must be shared with Risk & Resilience prior to approval.

Travellers must not be travelling against medical advice or for the purposes of obtaining medical treatment. *Medical information must not be entered into the PowerApp.*

8.5 Use of Authoritative Information Sources

Risk assessments must use credible information including:

- FCDO travel advice
- Crisis24 intelligence
- host institution/organisation and local guidance/knowledge
- health authority information.

8.6 Student Safeguarding and Supervision (ISO 31031)

Additional requirements apply to student travel, including:

- group vs individual travel
- suitability and safety of accommodation
- suitability and vetting of host organisations
- clarity and adequacy of supervision arrangements
- emergency contact arrangements
- declaration of free time or independent travel
- cultural, legal and regulatory considerations.

A due diligence check should be completed prior to approval of any student travel as part of the internal school travel process. This process shall include appropriate checks on accommodation, host organisation, supervision arrangements, and safeguarding controls.

8.7 Residual Risk and Approval Level

The level of residual risk determines the approval route set out in Section 9.

9. Approval and Escalation

Staff Approval Route	• pre-approval from Line Manager to commence application • Traveller submits the completed risk assessment and travel details via the PowerApp • Dean/Director approval • Health & Safety review which provides commentary to support informed decision-making; it is not an approval stage. • Risk & Resilience review all travel submissions, endorse trips where these meet the University's risk appetite and release insurance documents • Escalation by Risk & Resilience to University Secretary if significant residual risk remains
Student Approval Route	• Traveller submits PowerApp • Supervisor/Mobility Lead approval • School/Mobility approval • Health & Safety review which provides commentary to support informed decision-making; it is not an approval stage. • Risk & Resilience review all travel submissions, endorse trips where these meet the University's risk appetite and release insurance documents • Escalation to University Secretary if safeguarding concerns or significant residual risk remains

10. Insurance Dependency

Travel cannot proceed where:

- University insurance cannot be secured or
- FCDO advises “No Travel”.

Where FCDO advises “All but essential travel”, a business case must be submitted, and where residual risks remain, approval rests with the University Secretary.

11. Financial Approval

Approval of funding, class of travel and booking arrangements is governed by the BTP and must be considered separately from travel approval request.

12. Post-approval and Pre-departure Requirements

Before travelling, travellers must:

- complete the PowerApp trip submission in full
- agree a check in schedule with Line Manager/Supervisor
- receive confirmation of insurance cover
- carry the University’s emergency assistance card
- ensure accommodation arrangements are confirmed

Additional Student Requirements

Students must also:

- provide host organisation/local contact details
- confirm supervision arrangements
- declare any intended free time or personal travel away from the business travel destination.

These steps apply only after full approval has been granted

13. Personal Travel, Leisure Activities and Annual Leave

13.1 Staff

Annual leave connected to international business travel must comply with the University’s Annual Leave During Staff Business Travel Guidance.

This includes that:

- annual leave must be approved in advance by the Dean/Director
- annual leave constitutes personal travel
- personal travel is not covered by University insurance
- duty of care does not apply to annual leave or leisure activities
- personal travel must not interfere with the business purpose
- personal travel must be declared.

13.2 Students

Personal or leisure travel, including weekend trips or visits to additional countries, is:

- not covered by University insurance
- outside the University's duty of care
- required to be declared in advance.

Only the approved academic/business element is covered. Personal travel that is not declared may invalidate personal insurance. Students should notify the University check-in contact of any intention to depart the business travel destination for any purpose.

14. Monitoring During Travel

Travellers must:

- maintain agreed check ins
- respond to University safety alerts
- notify itinerary changes through the PowerApp where required
- comply with local laws and safety advice.

Risk & Resilience may contact travellers in the event of a regional or global incident to check-in or offer support. If a traveller cannot be contacted within the agreed timeframe, Line Manager will escalate to Risk & Resilience who will escalate to senior leadership / MIT in accordance with *Appendix C*

15. Incidents and Emergencies

In an emergency overseas, as appropriate travellers should:

- Contact local emergency services
- Contact the University's emergency assistance provider (Crisis24)
- Notify their Line Manager or Supervisor
- Notify UWS Security using the 24/7 contact number 0141 848 3333

Risk & Resilience will coordinate escalation and communication and offer support for repatriation if required. Evacuation and repatriation support is provided through the University's specialist provider, Crisis24, in line with existing contractual arrangements.

16. Post Travel Requirements

Within 14 days of return, travellers must:

- report incidents or near misses using the University incident reporting system
- provide feedback on any safety concerns encountered
- support follow up discussions where required

Risk & Resilience will record lessons learned and incorporate into future risk assessments and review processes. Academic or partnership related reporting is managed within Schools.

17. Review

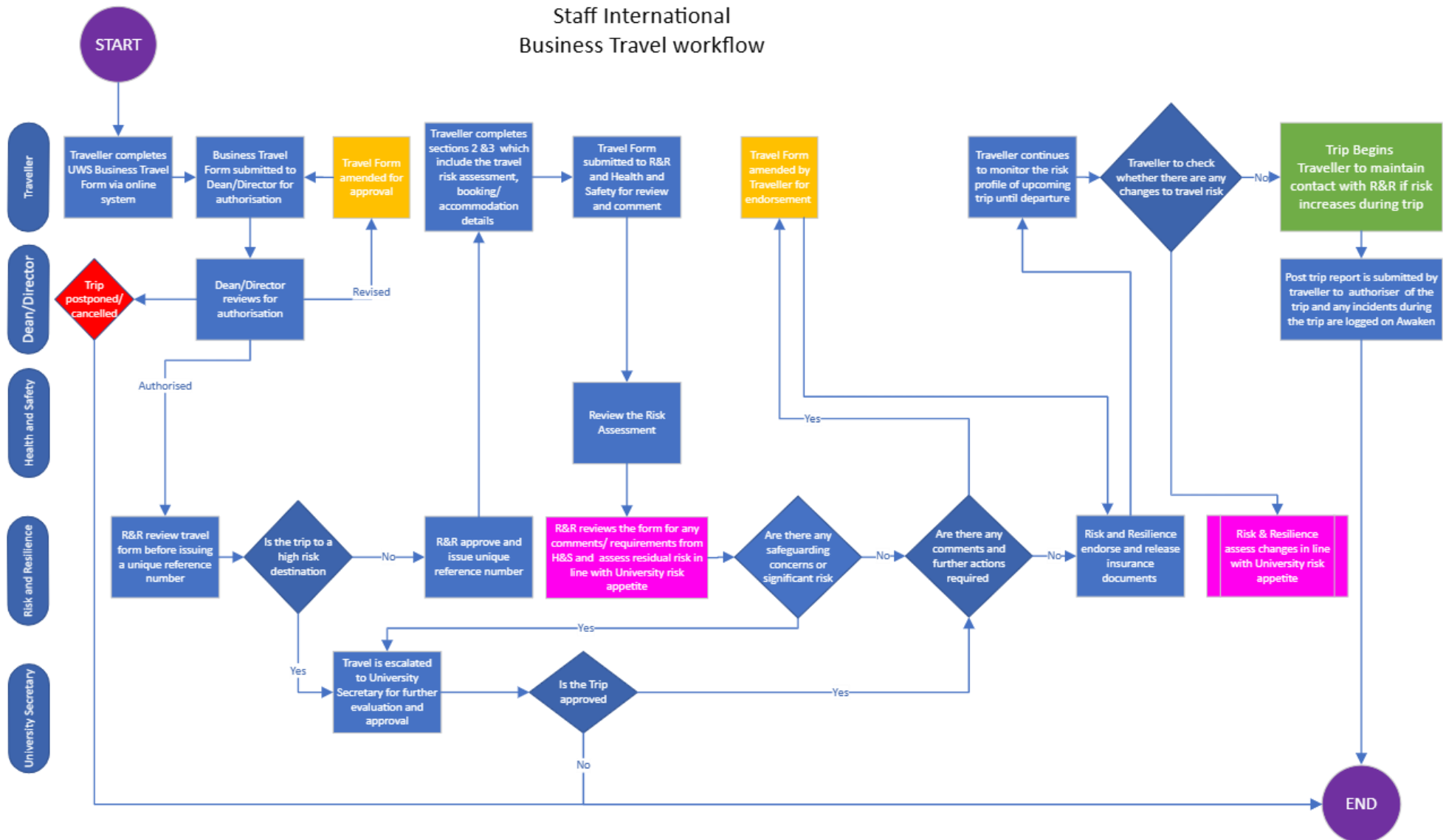
Risk & Resilience will:

- review incident data, traveller feedback and global risk trends
- evaluate the effectiveness of this Procedure
- recommend updates
- report significant matters to the University Secretary and to VCE/ARC via established governance channels

This Procedure will be reviewed annually or following any significant incident, change in legislation, or change in international risk environment.

Appendices

Appendix A: Staff International Travel PowerApp Workflow



Appendix B: Student International Travel PowerApp Workflow

Student International
Business Travel workflow

