

## **Interim Travel policy v1.5**

This policy establishes our interim approach to travel for staff and students when conducting business, study or research on behalf of and at the request of the university. Our status remains that government guidance should be followed at all times, and that individual risk assessments should be undertaken prior to any overseas travel by staff or students [travel abroad guidance](#).

This policy also sets out to maintain one of our strategic aims of ensuring the safety of our staff, students and visitors at Oxford Brookes. This policy, during the Covid-19 pandemic will be subject to short notice changes by the Government which will be adhered to by the University. Overseas travel for work or study-related reasons (for example, research trips, or study placements) is permitted:

- only if line manager approves the need for face to face travel
- **and** if the travel complies with current government guidance at the time
- **and** if a satisfactory risk assessment can be completed

Additional consideration must be given to the time and cost involved with quarantining before and after travel, testing arrangements if travel is selected to or from [Red list countries](#). The travellers vaccination status is a new consideration for inbound travel to England. [Travel to England guidance](#)

Travel sustainability is also very important at Oxford Brookes. To this end, the primary method of travel considered should be by rail, if this is not practicable or overseas travel is required, strong consideration must be given to minimising the impact of the travel on the environment. Further details can be found on the [Transport](#) or [Sustainability](#) webpages.

Oxford Brookes will contract a Travel Management Company (TMC) to administer all its travel and accommodation requirements that will be adhered to by staff and students. Travel expenditure forms a substantial amount of the overall budget at the university and the contract with a TMC and its regular renewal will ensure best value for money is maintained.

### **Duty of Care**

Risk analysis of the travel must be carried out prior to any expected departure date and should consider the full duration of the stay. Any identified extreme, high and some medium countries (as identified via the FCDO, TMC or Insurance website), will require a full travel risk assessment approved by the Health and Safety central team and Occupational Health. [Travelling and Working Overseas](#).

**As an interim measure during the Covid-19 pandemic, all travel will be subject to risk assessment approval.**

Travelling student groups must be entered into the TMC system to ensure visibility of who is travelling, when and where to.

It will be the responsibility of each Directorate and Facility to monitor the safety, security and wellbeing of their travellers and raise any concerns. Oversight and audit will also be conducted periodically by the Major Incident team

To enhance our existing good standards of duty of care for our travellers we will be utilising live incident and travel disruption data as well as multiple channels of communication, via the TMC website and corresponding apps. The traveller will be expected to engage with these methods to maintain their safety, security and wellbeing whilst travelling on behalf of the university.

Directorate and Faculty nominated staff with secure access to the TMC website will receive Very High and High risk incident notifications via automated email, the traveller will receive the same email and by text and SMS alert with the expectation that the nominated staff member will reach out to the traveller and ensure everything is ok.

### **Standards of Travel & Accommodation**

Economy will be the standard of travel accepted, only in exceptional circumstances, and supported by a business case to the travellers line manager will other standards of travel be accepted.

Those booking travel are to use the following payment method hierarchy with the TMC, corporate credit card and then purchase order. This will provide additional financial protection in these uncertain times.

Overnight accommodation costs will be as follows - London and Oxford £160.00, remainder of the UK £120.00 and overseas £150.00. Payment for room, breakfast and tax will be met through the TMC, incidental expenses will be met by the traveller and reimbursed, subject to expenses policy. [Expenses policy](#)

### **Insurance**

The university will provide suitable and sufficient insurance for the traveller when conducting business, study or research on behalf of and at the request of the university. Insurance outside of this purpose will be the individual responsibility of the traveller. [Insurance](#)

The University's travel insurance will continue to provide cover for medical expenses relating to Covid-19 if these occur but will not pay for expense claims relating to travel disruption or cancellation as a result of Covid-19. These costs will be a loss to the relevant Faculty or Directorate.

### **Review**

It was agreed at MIT on 25 May 2021 to review this policy in light of changes arising from the Government's roadmap. The next predicted date for easing restrictions (Step 4) is 21 June 2021. Following an announcement on 14 June, Step 4 of easing restrictions was delayed until 19 July. This policy has been updated following the travel rule changes introduced by the Government at 4am, 4 October 2021 and revised Red list of countries 11 October 2021.

Required documents:

- Procedure defining clear roles and responsibilities
- Wider awareness training documents on TMC app
- Manual upload process document to enter students into the TMC system
- Process chart including travel approval timeline

**Document Reference**

- OBU Travel booking procedures
- OBU Travel Strategy
- OBU Gifts and Hospitality policy
- OBU Financial Regulations
- OBU Insurance policy
- OBU Quarantine policy

*Version 1.5 October 2021*  
*Risk & Resilience Manager*