

## Checklist for Travel Approvers

When considering a request to approve travel, the following considerations should be taken into account.

- Is the purpose of travel to conduct business which benefits the University?
- Are the costs reasonable and allocated to an appropriate funding source?
- Do the number of private days in the proposed itinerary comply with the Travel Policy?
- Has the traveller applied for leave for any private component of the trip?
- Are workload demands placed on the Traveller reasonable?
- **Is the Traveller fit to travel?** Are there any health concerns or pre-existing conditions that may put the Traveller and University at risk (health, safety or significant expense) should medical treatment be required overseas?
- Will the Traveller be participating in any activity (work related or private) while overseas, where a risk to health and safety might occur?
- Is the destination deemed High risk according to International SOS? If so, are additional risk measures in place?

### **Student Group Travel**

- If travel pertains to student group travel, approvers should satisfy themselves that adequate supervisory arrangements are in place, particularly the number, seniority and experience of supervisory staff is appropriate to the student group travel proposed. A risk assessment must be conducted and travellers directed to conduct a pre-trip advisory with International SOS.

**If the Approver has concerns with the risk element of the travel, they must:**

- Request additional information from the Traveller
- Seek expert advice from International SOS
- Contact Risk Manager/WHS and conduct a Risk Assessment