Checklist for Managers Approving Overseas Travel

Approval:

1. Approval and insurance extensions
   - Complete a Travel Approval Form. This will ensure the traveller is covered under the terms of the UTS Corporate insurance policy. It also ensures any ‘offsite activities’ health & safety risks applicable to the travel are assessed and that any ‘research work’ risks relating to travel are assessed.
   - Have the traveller arrange Private Travel Insurance if required.
   - Obtain a Leave Application if required.
   - Ensure that funds are available.
   - Keep a copy of the Travel Approval form as a register of travellers overseas.
   - Give the traveller a copy of the Overseas Travel Emergency Card, including Faculty/Department contacts
   - If the traveller is an employee, ensure a travel diary is completed and submitted.

Dept. of Foreign Affairs & Trade (DFAT) Travel Advice:

2. Exemption from Dept. of Foreign Affairs & Trade (DFAT) Travel Advice
   - Ensure travel is in line with DFAT travel advice and the UTS Guidelines for Overseas Travel.
   - Do not permit travel to or travellers to remain in category 4 countries (DFAT advice is Australians ‘Do Not Travel’ or ‘leave immediately’ or similar).
   - Provide specific exemption from the Dean/Director for those wanting to travel to or remain in category 3 countries (DFAT advice is ‘reconsider your need to travel’ or similar).
   - Use Interpreting DFAT Advice to decide if travel is essential. Complete and print a copy of the Risk Management and Approval of Overseas Travel form and retain with the copy of the Travel Approval.
   - Implement any additional risk management strategies required.

When travel is complete:

3. Consult the ‘After you travel’ pages
   - Ensure the traveler completes and submits the necessary expense acquittals and/or reimbursements.