

# Travel and Expenses Policy

## Table of Contents

- 1. Context ..... p.01
- 2. Scope ..... p.01
- 3. Key Principles ..... p.01
- 4. Responsibilities ..... p.01
- 5. Modes of Transport ..... p.02
- 6. Travel Expenses ..... p.02
- 7. Claiming for Expenses ..... p.03
  
- Appendix 1 – Modes of Transport and Related Expenses ..... p.05
- Appendix 2 – Accommodation, Subsistence, and Incidental Expenses ..... p.09
- Appendix 3 – Travel Authorisation and Booking Process ..... p.11
- Appendix 4 – Working Overseas Guidance ..... p.13

## Who can help?

- ✔ Human Resources (HR) can provide support and advice with the application of this policy and answer any questions that you may have. Call the team on x3344 or email [HumanResources@napier.ac.uk](mailto:HumanResources@napier.ac.uk)
- ✔ If you are a member of the Educational Institute for Scotland (EIS) or UNISON, you can receive support and advice from your trade union representative.

## Other support

- ✔ For Health and Safety related matters: [safetyoffice@napier.ac.uk](mailto:safetyoffice@napier.ac.uk)
- ✔ For questions and help with expenses: [accountspayable@napier.ac.uk](mailto:accountspayable@napier.ac.uk)
- ✔ For questions about our travel management company Key Travel: [procurement@napier.ac.uk](mailto:procurement@napier.ac.uk)
- ✔ For questions about our travel insurance: [insurance@napier.ac.uk](mailto:insurance@napier.ac.uk)

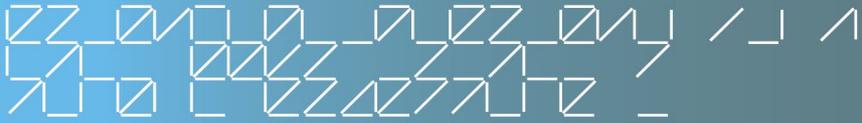
## Related information

- ✔ [H&S - Overseas Travel Policy – Staff](#)
- ✔ [H&S - Overseas Travel Risk Assessment](#)
- ✔ [Finance - Travel Cover Summary](#)
- ✔ [Unit 4 Business World Agresso Expenses Module](#)

## Please note

- ✔ [Procurement intranet section on Travel Management Company](#)

This policy does not form part of your contract of employment with the University and may be subject to change.



## 1. Context

The University is committed to paying all employee expenses incurred wholly, exclusively and necessarily in the performance of University business both within the UK and overseas.

This policy does not provide detailed rules for every scenario that may arise, however, provides some guiding principles which aim to help the University achieve a consistent approach to travel and expenses.

## 2. Scope

This policy applies to all employees of the University travelling on behalf of the University within the UK and overseas (it does not cover partners, family, or friends).

## 3. Key Principles

This Policy aims to provide a fair and consistent framework for employees who undertake travel on behalf of the University. The policy and accompanying guidance documents aim to ensure that:

- ✔ There is fair and consistent treatment of all employees in relation to travel and expense claims.
- ✔ There is clear guidance for staff travelling within the UK and overseas on behalf of the University.
- ✔ All employees and line managers clearly understand their responsibilities.
- ✔ The University and employees can always demonstrate value for money.
- ✔ The University receives public funding and is subject to public scrutiny. It must always act legally and responsibly and demonstrate value for money.

## 4. Responsibilities

<b>Employees</b>	✔ Ensure understanding and compliance with this policy and procedures.
<b>Managers</b>	✔ Ensure understanding and compliance with this policy and procedures. ✔ Ensure understanding and compliance amongst staff.
<b>Trade Unions</b>	✔ Provide confidential advice and support to their members.
<b>HR</b>	✔ Provide confidential advice and support on how to resolve concerns in a fair and consistent manner. ✔ Provide impartial guidance to all parties involved on the application of this policy.

## 5. Modes of Transport

In accordance with the [Environmental Sustainability Policy Statement](#), the University will promote alternatives to single car occupancy and unnecessary domestic and international air travel and consider and fully explore prior to authorisation, alternatives to travel for example use of phone, Skype or video conferencing where deemed appropriate. Travel choices made by the University and its employees' impact on overall carbon emissions and carbon reduction targets, which as a public body, the University is required to responsibly manage and report on.

Information on entitlements and eligibility for different modes of transport, including via road, rail and air are available in *Appendix 1*.

## 6. Travel Expenses

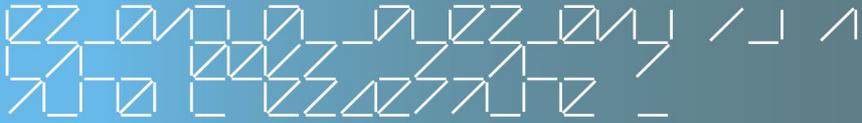
Budget holders and / or Line Managers authorising expense claims, and employees submitting expense claims must satisfy themselves that the claims comply with this policy. Breaches of the policy may result in disciplinary action in line with the University's [Disciplinary Policy and Procedure](#).

### UK

- ✔ Accommodation should ideally be booked through the University's travel management company via the relevant travel booker. The norm will be a standard single room within the rates detailed in *Appendix 2*. The hotel rate should normally cover bed, breakfast, and internet access. Travellers are entitled to late check-out for night travel (after 9pm). If the late check-out is known in advance, it should be booked by the travel booker, otherwise this can be claimed by using the Unit 4 Business World Agresso Expenses Module with accompanying receipts attached. Where late booking or local demand makes the set rate unobtainable, this must be authorised by the relevant budget holder prior to travel who should record the reason for this.
- ✔ All reasonable subsistence costs will be reimbursed on submission of the relevant VAT receipts. Subsistence covers food, coffee/snacks, non-alcoholic drinks, guidance is provided in *Appendix 2*.
- ✔ All reasonable incidental expenses incurred will be reimbursed on submission of the relevant VAT receipts, guidance is provided in *Appendix 2*. A non-exhaustive list of acceptable and unacceptable incidental expenses is available in *Appendix 2*.

### Overseas

- ✔ The same principles apply as per UK accommodation arrangements; however, rates should be reflective and appropriate to every country or region and will generally not exceed the local currency equivalent of the rate detailed in *Appendix*



2. The University's travel management company should be used to book accommodation overseas.

- ✔ The same principles apply regarding subsistence and incidental expenses as per the UK arrangements, guidance is provided in *Appendix B*.
- ✔ In exceptional situations where receipts are unavailable, expenses can be authorised by the budget holder in the absence of a receipt.
- ✔ The majority of expenses should be paid in advance of travel taking place, for instance travel (including local where possible) and accommodation (including breakfast and dinner where possible).
- ✔ In exceptional circumstances, if a member of staff is anticipated to incur significant out of pocket expenses (due to the duration and / or nature of their overseas assignment), which would be of a substantial detriment to their financial circumstances, advances can be requested through the Unit 4 Business World Agresso Expenses Module.

Advances should be discussed with the line manager and will be agreed based on anticipated expenses in-line with knowledge of the overseas destination and assignment. All expenses must be receipted upon return and any unspent money returned to the Treasury and Transactions team in the Finance department (by cash, card or cheque, however, foreign currency cannot be accepted, this must be exchanged in advance).

## Corporate Credit Card

Employees who hold a corporate credit card should use this to pay for reasonable subsistence and incidental expenses. Guidance is provided in *Appendix B*. All corporate credit card expenditure must be authorised by the relevant budget holder and be supported by VAT receipts.

## 7. Claiming for Expenses

Claims for reimbursement of expenses must be based on the actual cost of expenses incurred wholly, exclusively, and necessarily in the performance of University business.

All expense claims should be made using the Unit 4 Business World Agresso Expenses Module with accompanying VAT receipts attached.

Ordinarily a claimant should only claim costs for themselves, and not for other University employees travelling at the same time. If a claim is made for multiple costs, it should specify the names of all claimants and please refer to the Unit 4 Business World Agresso Expenses Module User Guide which describes how to split costs between budget codes. The relevant budget holders will approve within the Unit 4 Business World Agresso Expenses Module.



Reimbursement of expense claims must be made within three months of the expense being incurred. Late submissions may be paid where there is a legitimate explanation for delay, subject to authorisation by the Finance and Operations Director.

The budget holder who authorises the expenses, whether reimbursed to the employee or charged to a University corporate credit card has a responsibility to ensure that expenses are reasonable and appropriate.

## Document Control

Author	Human Resources
Date First Approved	02/15
Last Review Date	12/23
Review Frequency	2 years

## Appendix 1 – Modes of Transport and Related Expenses

### Travel by Road

#### Private Car

- ✔ Use of your own car should be limited to inter-campus journeys and short non-inter campus journeys and where use of public transport is not practical or where it cannot be considered as a reasonable adjustment.
- ✔ Non-Intercampus travel may include home to rail station or home to airport part of their journey. Expenses can be reimbursed through the **Unit 4 Business World Agresso Expenses Module**.
- ✔ The University encourages car sharing wherever reasonably practical with colleagues attending the same event.
- ✔ Employees are responsible for ensuring their personal vehicle is legally compliant, insured for “business use” and is appropriately maintained and they must hold a valid driving licence, all at their own cost. The University will not accept liability for any consequences arising from failure to do so, including liability for any injury or damage arising from the use of an employee’s private vehicle, except where such injury or damage is directly attributable to a negligent act or default of the University.

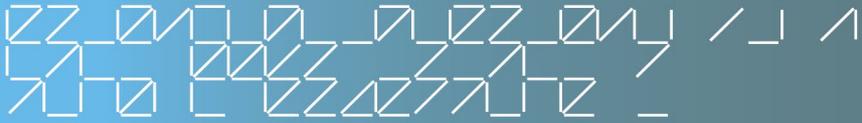
#### Mileage Rates

Employees are not entitled to be reimbursed for their normal commute i.e. travel between home and agreed work base. Employees will be reimbursed for miles travelled in the performance of their duties which are more than the home to agreed work base return journey. Normally, the miles eligible for reimbursement are those travelled from the agreed work base and back. However, when the journey being reimbursed starts at a location other than the agreed work base, for example home, the mileage eligible for reimbursement will be as set out in the example below.

#### *Eligible mileage – illustrative example*

In this example the distance from the employee’s home to the agreed base is 15 miles.

<b><i>Journey (outward):</i></b>	<b><i>Distance</i></b>	<b><i>Eligible miles</i></b>
<i>Home to base</i>	<i>15 miles</i>	<i>Eligible mileage starts after 15 miles have been travelled</i>
<i>Home to first call</i>	<i>Less than 15 miles</i>	<i>Eligible mileage starts from home, less 15 miles</i>
<b><i>Journey (return)</i></b>		
<i>Last call to base</i>		<i>Eligible mileage ends at base</i>
<i>Last call to home</i>	<i>Less than 15 miles</i>	<i>Eligible mileage ends 15 miles from home</i>
<i>Last call to home</i>	<i>More than 15 miles</i>	<i>Eligible mileage ends 15 miles from home</i>

- 
- ✔ Employees are entitled to claim mileage when using their own transport for travelling on University business.
  - ✔ Mileage will only be reimbursed up to the equivalent cheapest mode of transport if travelling by car is the claimants preferred method of travel.
  - ✔ [Unit 4 Business World Agresso Expenses Module](#) will record the cumulative mileage from any claims submitted throughout the tax year which starts on 6 April each year. Mileage rates are set by the University and are the maximum approved mileage rates permitted by HMRC.
    - Up to 10,000 business miles in any tax year can be claimed at 45p per mile (this must only be paid for mileage undertaken in personal cars as this element of the rate is deemed to be for wear and tear).
    - Over 10,000 business miles in any tax year can be claimed at 25p per mile
    - Motorbikes/Mopeds - an allowance of 24p per mile may be claimed.
    - Bicycles - an allowance of 20p per mile may be claimed.
    - Business trips with multiple travellers in the car: an allowance of 5p per mile per passenger may be claimed.

### **Car Hire**

- ✔ In exceptional circumstances where longer car journeys are required or employees do not have access to a car, car hire may be arranged. If you require further details on car hire options, please see the intranet [here](#). VAT receipts should be submitted with expenses claims for fuel purchased.

### **Taxi**

- ✔ The cost of taxis will be reimbursed if this is the most cost effective or most appropriate means of reaching your destination. For example, this may be when public transport is unavailable – either early in the morning or late in the evening, where public transport would add significantly to the journey time or travelling from home to rail station or home to airport part of their business trip.
- ✔ Where available department taxi accounts can be used.
- ✔ Other Taxi expenses should be claimed on the [Unit 4 Business World Agresso Expenses Module](#), with receipts attached, approval from the budget holder is required.
- ✔ Where an employee is required to work late, a risk assesment should be completed to establish whether, at the discretion of their Dean of School or Director of Service, they should be reimbursed a taxi fare home (factors will include local area i.e. secluded, dark etc and lone working).
- ✔ Please note that if taxi journeys are frequent or regular then the expense payment may become subject to taxation.

## Coaches

- ☑ The University may have unusual or bespoke travel requirements not met by the University approved suppliers which largely cater for one-off trips. An example might be a study or a project with a high volume of activity. In these cases, quotes should be obtained, in line with normal procurement procedures and taking account of all relevant risk factors.

## Car Parking Fees

- ☑ Parking costs can be reimbursed whilst travelling on University business on submission of supporting receipts of proof of payment e.g. electronic parking statement.
- ☑ Using a personal vehicle for business travel does not negate the need to personally pay for a permit for car parking at the University's campuses, as per the [University Car Parking Policy](#).
- ☑ Airport car parking should only be used when it is the most cost-effective option available e.g. less than a return fare by public transport or taxi, or if it is grossly inconvenient to use alternative means of transport. If airport parking is necessary, advanced booking should be used wherever possible to ensure the lowest cost.

## Travel by Rail

- ☑ Employees should travel by the most economical means of transport which is consistent with the business objective of the trip. Travel prices are changeable and dynamic depending on supply and demand, therefore, be made as early as possible to get the most cost-effective price. The travel partner can book some overseas trains, however, all UK rail journeys should be booked through ScotRail Business Travel.
- ☑ "Standard" rail travel should be the norm within the UK. However for outward or return journeys in excess of 4.5 hours, "first class" travel may be permitted where booking schemes reduce the cost to a comparable level to standard class.

## Travel by Air

- ☑ Employees should travel by the most economical means of transport (travel must not be influenced by ability to earn air miles). Travel prices are changeable and dynamic depending on supply and demand. Travel plans should, therefore, be made through the travel management company, as early as possible to obtain the most cost-effective price.
- ☑ Air Travel should be booked "Economy" for all UK and overseas travel.
- ☑ A need to fly "Premium Economy" will only be approved for either the outward or return journey where:
  - Due to price promotion or timing of booking, the price of premium economy is broadly equivalent (maximum of 20% difference) to the cost of economy, or
  - A health or medical reason (confirmed through a GP letter or the University's OH provider) would justify an upgrade from economy.

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- Paying for additional leg room should be explored as an option before Premium Economy is approved for medical reasons.

### **Field Trips**

It is recognised that field trips have certain features which may make it different from a standard business trip. Our travel management company can also provide a service for student travel. If for some reason, the appointed travel management company is not suitable for a particular trip, the trip leader should ensure that any alternative firm is reputable. The trip leader and the Dean of School/Director of Service must be satisfied that they have considered all the relevant risk factors in making their choice of supplier.

## Appendix 2 – Accommodation, Subsistence & Incidental Expenses

### Accommodation rates (amounts will be reviewed regularly)

Location	£ Rate
Hotel (including breakfast) - London	£ 150 (up to) *
Hotel (including breakfast) - Rest of UK	£ 100 (up to) *
Hotel (including breakfast and Wi-Fi) - Overseas** **this will be country specific; the University will pay for an appropriate good quality / best value option, the cost will vary in line with the destination. Country specific guidance is available from the <a href="#">HMRC website</a> .	£ 180 (up to)

\*There may be times when there is a justified reason to exceed this amount due to time of booking, location, and availability. This must be approved in advance by the relevant budget holder and reasons provided.

### Subsistence and incidental rates – for travel out with an Edinburgh postcode (amounts will be reviewed regularly)

The University will pay up to the following amounts. Reasonable expenses for coffee/snacks, non-alcoholic drinks and water will also be reimbursed, supported by valid VAT receipts. All claims must be supported by valid VAT receipts. If the amounts below are exceeded, in exceptional circumstances, these need to be approved by the budget holder.

UK – supported by receipts	£ Rate
<b>Breakfast</b> Applies where an employee leaves home before 6.00 am and incurs a cost or breakfast after the qualifying journey has started	£ 10.00 (up to)
<b>Lunch</b> Applies where the employee has been undertaking qualifying travel in the UK for a period of at least 5 hours and has incurred the cost of a meal.	£ 10.00 (up to)
<b>Dinner</b> Applies where the employee has to work later than usual, finishes work after 8.00 pm having worked a normal day and has to buy a meal before the qualifying journey in the UK ends.	£ 25.00 (up to)
<b>Incidental</b>	£ 5.00 (up to) *HMRC limit
<b>Overseas – supported by receipts</b>	
<b>Subsistence:</b> reasonable subsistence whilst incurred overseas on University business.	



*The HMRC website provides country specific guidance regarding daily amounts before it becomes a taxable benefit. These figures should not be used for the purpose of advances or as an indicator of reasonableness, these are maximums.	
<b>Incidental</b>	£ 10.00 (up to) *HMRC limit

## Examples of incidental expenses

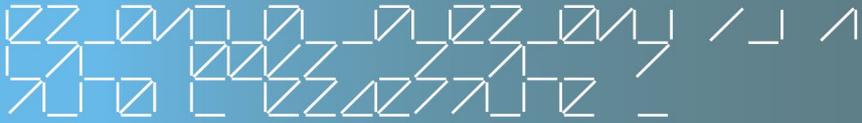
Incidental expenses may include the following:

- ✔ Laundry costs if a trip is longer than six days duration
- ✔ Tips or gratuities only where included as a service charge or where it is a recognised practice in an overseas country
- ✔ Wi-Fi charges if free Wi-Fi access is not available or secure
- ✔ The VAT inclusive costs of business calls using your home or personal mobile telephone if supported by the original bill
- ✔ Reasonable private calls home
- ✔ Local overseas taxis and transport
- ✔ Credit, debit, and charge card fees for travel related expenses i.e. subsistence

The following travel-related expenses will not be reimbursed:

- ✔ Credit, debit, and charge card fees for personal purchases
- ✔ Alcoholic mini-bar contents
- ✔ Movies/videos
- ✔ Childcare or pet care
- ✔ Any personal items not wholly, exclusively, and necessary for University business
- ✔ Damage to personal vehicles
- ✔ Spa and health / fitness clubs
- ✔ Clothes
- ✔ Flowers, sweets, confectionery
- ✔ Tourist attractions
- ✔ Bar bills
- ✔ Thank you, gifts, for hosts (at the insistence of HMRC)

*\* **Entertaining externals is out with this policy.** Reasonable expenses including alcohol in moderation is permitted for entertainment purposes.*



## Appendix 3 – Travel Authorisation and Booking Process

### Travel authorisation

All business trips on behalf of the University must be discussed and approved by the relevant budget holder in advance of taking place. This must be accompanied by a draft itinerary and the relevant risk assessments ([online risk assessment](#)). No bookings for travel or associated payments can be made until these has been completed.

Where travel and/or accommodation is in connection with attendance at a conference, the approval of costs should include any registration fee and other costs for the conference.

Prior to travel, the traveller should agree a check-in procedure with their line manager. It is the employee's responsibility to ensure that others have been informed of their overnight location when they are travelling on business, so that the University can comply with its duty of care requirements. They should ensure that their line manager (or a team member if the line manager is unavailable) knows where they are staying and have a copy of their travel itinerary. Details of business travel should normally be shown in an employee's outlook calendar or the available in another easily visible way.

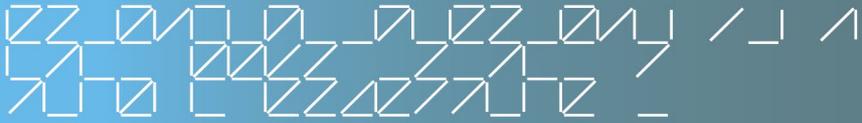
### Travel booking procedure

All travel and accommodation must be booked by the departmental travel booker, through the University's travel management company. The travel booking process is designed to ensure that payments are made in advance by the University, that claims for and reimbursement of expenses incurred by employees are kept to a minimum. This process also ensures that the University has an accurate record of the location of all staff.

The University will not be responsible for organising travel arrangements or meet associated costs of partners, family or friends who accompany staff members on a business trip (including hotel arrangements and any additional costs incurred by family / friends staying in the hotel room). Where employees extend business trips for a personal holiday, subject to normal annual leave approval, all additional costs incurred (including paying the difference in costs if the extension results in a higher flight cost) must be paid by the employee. Travel arrangement should not be delayed due to making arrangements for extending trips for holidays with family and friends.

### Travel booker

Each school / service has one or more nominated travel booker, who is trained in the application of this process and who can support employees with their travel plans. The travel booker can also arrange for payment by the University of other expenses such as conference fees.



The travel booker will be able to make arrangements in a timely manner provided that they are given detailed travel requirements in advance. The employee will be sent an itinerary for final confirmation, prior to booking. The employee is responsible at this stage for checking that the information is correct before the tickets are booked. An employee who travels regularly should ask their travel booker about setting up a traveller profile which will assist both the travel booker and travel management company to provide a responsive service.

### **Travel Management Company**

Booking of travel should be through the University's contracted travel management company who is appointed via a sector framework agreement. The travel management company is the external organisation who liaises with the University travel booker on behalf of the employee to book travel arrangements. The travel management company can arrange flights, some overseas trains (all UK rail journeys should be booked through ScotRail Business Travel), overseas car hire, visa and accommodation requirements. If you require further details on car hire options in the UK, please see the intranet [here](#).

If bookings are not made through our travel management company then the traveller does not have access to the 24hr support provision. Our travel management company provide a 24/7/365 support service to assist travellers experiencing flight delays, cancellations and travel problems or travellers affected by a crisis situation. Our travel management company's specialists are trained to provide active crisis support and fast reaction times. When travellers may be facing the most risk or danger, their agents focus on finding and implementing the most appropriate solution. This service is free of charge for University staff.

Our travel management company do not provide a price matching service but will always aim to offer the most cost-effective and added-value options for accommodation / flights, subject to system availability. To share any feedback if you are experiencing regular pricing disparities, please contact our account manager directly or advise procurement who can liaise with the account manager. Contact details for our travel management company can be found on the intranet [here](#).



## Appendix 4 – Working Overseas Guidance

To enable the University to achieve its internationalisation aims, many employees work overseas in the course of University business. Working overseas can mean practical work-type activity carried out by employees for the purpose of teaching, student recruitment, enterprise, or research in places not under the direct control of the University. This can include:

- ✔ Short term visits, for example continuous professional development events such as attending overseas conferences, undertaking visits with a view to student recruitment, fact finding visits to investigate potential overseas opportunities, field trips, overseas partner organisation visits, alumni, and fundraising visits.
- ✔ Flying Faculty teaching assignments, for example short periods of teaching overseas (usually 1-2 weeks) or longer assignments up to 6 months (where the individual remains UK based) or setting up overseas Academic Partnerships, including module delivery.

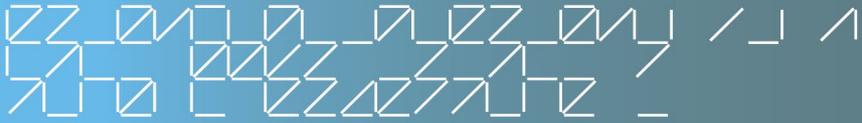
Working overseas is not normally remunerated other than through the payment of expenses covered within this policy.

### Risk Management

The University has a duty of care to their employees, therefore, when travelling outside the UK there are some formal steps that must be carried out. It is essential that all employees travelling overseas on behalf of the University complete the relevant [risk assessment documentation](#) in advance of booking any travel, in order to help identify any potential hazards and risks (including [lone working](#), crisis response) and to ensure a plan for mitigating any risks is in place. Completed risk assessments should be reviewed and held within the relevant departments / schools. The H&S team are available to support if any risks are identified. All employees when travelling outside the UK must adhere to the [H&S - Overseas Travel Policy – Staff](#).

Additional helpful resources are available on the [H&S intranet pages](#) including; TravelPrepare, an expanded e-learning facility to assist both staff and students prior to travel and RiskMonitor Traveller, an online platform which combines 24/7/365 real-time alerts with country analysis and advice delivered through a single web portal and mobile app.

A detailed itinerary of travel must be submitted to the respective line manager as part of the risk assessment process. Line managers have a duty of care to remain in regular contact with their staff whilst they are abroad and agree contact methods and regularity of contact before departure. The regularity of contact will vary depending on the nature, length, and destination of the overseas travel.



## Personal Safety

It is the duty of every individual proposing to travel and work abroad to give serious consideration to their own health and safety and to that of others they may affect by their actions. Every individual has a responsibility to conduct themselves in a proper manner and, where necessary, in accordance to the local conditions they will encounter. They must also co-operate with the University in the execution of its responsibilities.

## Crisis Management

The University has a duty of care to all staff and is committed to supporting staff whilst overseas, especially if a crisis situation arises. The University will act quickly and ensure the correct support and advice is provided to any staff who find themselves in a difficult situation. The University has a number of ways to support individuals including; workplace options, the University's travel management company and our travel insurance provider. Depending on the circumstances and severity of the situation an initial step is making contact with the University (line manager or appropriate colleague / service contact) or the Travel Insurance Provider (emergency details below) who will liaise with the appropriate contacts to get the support you need. It is good practice in advance of travel taking place, taking a note of the appropriate embassy detail in the overseas destination.

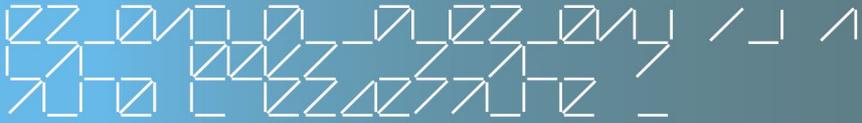
## Travel Insurance

All travellers authorised to travel on University business are covered by a comprehensive Travel Insurance Policy which includes cover for ill health as well as other risks whilst travelling on behalf of the University. The Travel Cover Summary can be found [here](#). There is also information in regards to how to claim on the [staff intranet](#).

The University's travel insurance policy only provides cover for employees while engaged on University business and does not extend to include a personal holiday. Employees should therefore make their own insurance arrangements in cases where a business trip is extended to include a personal holiday.

The University will not approve trips to areas of the world which are the subject of [Foreign & Commonwealth Office warnings](#) not to travel as our insurers will not provide cover if the warning is not to travel. It is the budget authoriser and staff members responsibility to check this.

- ✔ University Travel Cover Scheme Reference: UM176/17
- ✔ Medical Emergency Advice and Assistance - International Medical Group (IMG) : +44 (0) 203 859 1492 / [UMAL@global-response.co.uk](mailto:UMAL@global-response.co.uk)
- ✔ Non-emergency number: GARDAWORLD Travel Security 24/7 Hotline: +44 29 2066 2425



## Visas

The relevant department will pay for any visa expenses for employees travelling overseas on behalf of the University (including the costs of photos). It is usually the responsibility of the traveller to make the appropriate visa arrangements (specifically for TNE activities). In some instances, visas can be arranged via the travel management company by the University travel Booker. You can easily check country specific visa requirements through the [government website](#).

## Vaccinations / Medication

Always check you have the correct vaccinations and medications (e.g. malaria prophylaxis) before travel. See [Travel Overseas \(H&S\) Guidance](#) document for more information.

The [NHS Fit for Travel](#) website lists what vaccinations are advised when travelling to individual countries. Employees travelling overseas on University related business are strongly advised to arrange relevant vaccinations as per the Fit for Travel recommendations via their GP at the appropriate time before departure.

Where required the University will pay for any necessary health measures i.e. vaccines, malaria tablets, insect repellent for employees travelling overseas on University business to "at risk" areas. As much as possible this should be paid by the travel Booker using the University credit card. Any additional authorised items which are purchased by the employee can be reimbursed using the [Unit 4 Business World Agresso Expenses](#) module. This expenditure must be supported by the relevant VAT receipts.

## Pre-existing health conditions

It is important to be mindful of pre-existing medical conditions which may require some thought as to how the condition will be managed while overseas. If you have a health condition that needs regular or intermittent treatment you should take enough medicine to last for the length of your trip, including foreseeable delays. Be aware that, in some resource-poor countries, locally purchased medicines may be counterfeit. Always take a copy of your prescription in case of loss.

When travelling with medicines etc. always check what airline regulations apply. If the airline allows, carry your medicines with you in your hand luggage, to ensure they arrive at the same destination as you. In addition, if you take medicine by injection or in liquid form on a plane, carry a GP's letter confirming this. A GP's letter will also be required if your treatment involves controlled drugs (opiate pain-killers, some tranquillisers) to avoid difficulties when entering countries; in some countries there is an outright ban on 'opiate' based drugs - for example, codeine.

If your illness or treatment is considered rare or unusual, you should carry a GP's letter detailing the health problem and usual management of this.



You are also advised, if you have a health problem that could cause sudden incapacity e.g. epilepsy, diabetes, to inform at least one other person (preferably also going on the trip), so they can help you and make sure you get the right help, if needed.

If any of the following apply, contact your GP in case additional precautions are advised:

- ✔ The amount of medicines is more than that usually prescribed on a single prescription
- ✔ Your health problem requires regular medical assessment or monitoring e.g. blood tests
- ✔ Your problem can cause sudden incapacity e.g. epilepsy, diabetes
- ✔ You have impaired immunity e.g. HIV, treatment with immuno-suppressant drugs
- ✔ The health problem is so severe you have been admitted to hospital in the last year
- ✔ The medicines used in your treatment is novel
- ✔ Your health problem limits your ability to undertake physical exertion e.g. heart disease
- ✔ Travelling within 3 months of a major illness e.g. heart attack, or operation / treatment requiring overnight stay in hospital

### **Fitness for Overseas Travel / Occupational Health**

Where an employee has concerns about their fitness for overseas travel, they should obtain a GP letter confirming the following:

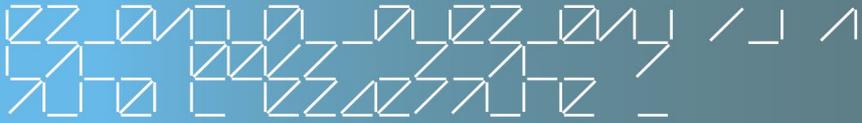
- ✔ What their condition is
- ✔ Whether it is short-term or long-term
- ✔ What adjustment they need and whether this is a temporary or a permanent adjustment
- ✔ What interventions / treatments are currently being undertaken
- ✔ If their condition will improve

This letter should be scanned to the [HR Services Team](#) for recording. A decision may be made that an OH referral is required to explore the issue further. HR will advise the International Programmes Team of any agreed reasonable adjustments to travel arrangements.

Another option is to speak to their manager to arrange an Occupational Health appointment to review their current and future fitness to travel overseas. In these instances, the manager should contact the HR Services Team to progress this.

This is in line with the University's duty of care regarding its employees. Where deemed unfit to travel, the individual will not be permitted to travel on behalf of the University. Reasonable adjustments may include approval to travel premium economy.

### **Jet lag and Working Time Directive (WTD)**



To ensure a positive student experience and staff health and wellbeing, the University expects that staff will arrive to the overseas destination or return home, the day before their teaching / work starts. Flight times should be arranged to take this into account.

It is important to ensure that staff take an appropriate break prior to returning to work following overseas travel (this may also be relevant for some UK travel, due to timings of transport etc). The [working time directive](#) advises 11 hours rest between working days, which would mean rest between travelling on behalf of the University ending and returning to work. This may involve management agreeing ad hoc late start times for employees following overseas travel.

The [working time directive](#) also advises a rest of at least 24 hours in every 7 days or 48 hours in every 14 day period. When organising overseas travel and work commitments it's important to plan in required rest periods. If an employee is required to complete extensive overseas travel over a weekend or work over a weekend without the required break during their overseas stay, they can, in agreement with their line manager, claim this back as TOIL (time off in lieu). Once discussed and agreed the Line Manager will add this to the staff members HR Connect entitlement as TOIL and the staff member can then request it. The accrued TOIL should be taken within the first 2 weeks of their return from travel to help ease their return to work following overseas travel i.e. to help them recover from jet lag.