

**APPROVAL FOR PAID/UNPAID LEAVE OF
ABSENCE FOR EXTERNAL TRAVEL
(University Business/Staff Development/Research/Student Field Trips)**

1. Name of Traveller(s)	2. Faculty/Service Area
3. Status (Please tick as appropriate)	
Edge Hill Staff	Other
	Please state:
Edge Hill Student	
4. Destination	5. Dates of Visit
6. Purpose of Visit	
7. Anticipated outcomes (e.g. research for publication, course development, institutional links etc) PLEASE ATTACH SHEET OF A4 (A copy of the Conference Travel Grant Application is acceptable).	
8. Source of Funding for Visit	
Cost Centre:	Account Code:
Job:	Activity:
9. Cost Allocation	
Total Cost:	Amount paid by Edge Hill:
IT IS IMPORTANT TO NOTE THAT TRAVEL INSURANCE COSTS CAN ONLY BE MET FROM THE UNIVERSITY FUNDS FOR INSURANCE ARRANGED ON THE UNIVERSITY POLICY	
DECLARATION: I confirm that I have read and understood the terms and conditions of travel overleaf and an appropriate risk assessment has been completed. I agree that my overseas travel is subject to these terms and conditions and that any further insurance cover is my own responsibility.	
Signed:	
Person Travelling:	Date:
10. Signatures	
Line Manager:	Date:
Pro Vice-Chancellor/ Director of Service:	Date:
Director of Research & Enterprise Support Office (if applicable):	Date:
Director of Finance:	Date:
PLEASE RETURN THIS FORM TO THE FINANCE OFFICE	

Terms and Conditions of Travel

We are required to inform our insurance company of all external travel to ensure cover. For insurance purposes the definition of external travel is all journeys on University business outside England, Scotland and Wales.

Trips within the United Kingdom (UK) are covered by all sections of the policy other than medical expenses as National Health Service treatment is available in the UK.

Personal Accident and Travel Insurance

All employees have Personal Accident Cover whilst on University business in England, Wales, Scotland, Northern Ireland, Europe and the majority of Mediterranean countries including travel to and from work. Benefits include: Death; Loss of limb(s) or eye(s); Permanent total disablement; Permanent partial disablement.

The policy excludes travel against medical advice. Insurance cover is not valid if we have not advised our insurers of any pre-existing medical condition, physical defect or infirmity, pregnancy or childbirth. If in doubt contact your GP to check that you are fit to travel. Please speak to the Insurance Officer (ext: 7114), in confidence, if any of the above applies to you. A health questionnaire must be submitted for trips in excess of 12 months or more and cover will be granted based on the information contained therein. A risk assessment must always be completed before travelling and it is important that you take account of any medical conditions when completing your risk assessment.

Our Personal Accident and Travel Insurance Policy also includes cover for personal accident, medical expenses, personal belongings, money and cancellation/curtailment. Policy limits and further terms and conditions will apply. Further information can be provided by the Insurance Officer where required.

It is the responsibility of staff travelling abroad to ensure that they are not travelling to an area that the Foreign and Commonwealth Office (FCO) is advising against (a disturbed area). If you are in doubt about the area to which you are travelling then you should check with the FCO web site. For safety and security guidelines visit www.fco.gov.uk and read the travel advice for the country to be visited.

In addition, our insurers are able to provide independent advice. Please visit their website: <https://www2.chubb.com/uk-en/assistance-services/aonprotect-assistance.aspx> Password: 7797 (Staff will need to register via this web site before they can access the various facilities that are available).

If a member of staff wishes to travel to an area against FCO advice then he/she should obtain authority to undertake the journey from the Vice-Chancellor. A risk assessment must be undertaken before a decision is made. All travel to an area that the FCO are advising against "all but essential travel" must also be notified to insurers prior to travel for their consideration.

All external travel must be notified to the Insurance Officer, at least 7 days in advance of the journey being made. This will enable the Insurance Officer to issue the traveller with a copy of the insurance cover. This will provide necessary references should medical services, etc, be necessary. It is a policy condition that the Assistance Provider (Aon Protect) is contacted in the event of an emergency that may give rise to a claim and especially where medical repatriation is required. Failure to use the Assistance provider in such circumstances may mean that the claim is not paid.

Please note that our insurance is designed to cover the University for losses and cover staff whilst on University business. **It is not a substitute for personal insurance**, nor can personal insurance be a substitute for institutional insurance.

The above information relates primarily to staff travelling on University business alone. If you have any detailed enquiries in respect of this information or require advice on any related matter including student travel, please contact the Insurance Officer on ext: 7114.