

OTHER FUNDED OVERSEAS TRAVEL AUTHORISATION & RISK ASSESSMENT (21/22)

This form should be completed electronically by the responsible member of staff and signed by:

- Participant
- Line Manager
- Head of Careers, Work Experience & Progression (HOD of CWP)
- ELT representative

In order to speed up this process, where possible electronic signatures can be used by authorising staff so that the form can be signed, signature page scanned and sent by e-mail to the next approval level. The form will then be printed at the ELT approval stage.

PROJECT NAME

**VISIT
BUDGET/
PROJECT CODE**

No project expenditure can be committed to any visit without a fully authorised OTA; please ensure that you initiate completion of this form as far in advance of the visit as possible.

Note that authorisation is given for this visit only. Financial regulations concerning ordering of goods and services must still be followed.

1. TRAVEL DETAILS

Country			Area / City	
Dates of Travel	From		To	
No. of students			Course	
Staff Names			Campus	Department

2. VISIT JUSTIFICATION

1. What is the rationale for undertaking this visit? Detail your specific and measurable outcomes with relevance to the College & Departmental strategic priorities

2. Describe the proposed activities in detail

3. What preparatory work have you/will you have undertaken prior to departure?

OFFICE USE ONLY

Participant	ELT Contact	Director of Finance	Finance File	Visit File
VISIT JUSTIFICATION				
4. How will you evaluate the results, outcomes, and overall success of the visit? How & where will the results be publicised				
5. What is the anticipated impact of the visit with reference to Student experience, Staff training, course design and curriculum development?				

3. DETAILS OF TRAVELLING PARTY	
Name, address, telephone contact number of travellers	Name, address, telephone numbers of next of kin/emergency contact

4. OVERSEAS TRAVEL RISK ASSESSMENT: Please read carefully & complete this section before moving to section 4a	
<p>Safeguarding: It is the responsibility of staff to seek appropriate travel advice before visiting any country outside of the U.K. Staff must visit the Foreign, Commonwealth & Development Office (FCDO) Web site that provides current advice to travellers: https://www.gov.uk/foreign-travel-advice . You must visit the website <i>prior to departure</i> to check for any changes in advice. Please, in the box below, include a summary of the current travel advice available on the FCO website:</p>	
Have those travelling obtained necessary health advice and, where appropriate, vaccinations and immunisations? Details:	<input type="checkbox"/> Yes <input type="checkbox"/> Not required
Have all those travelling received suitable training that will enable them to competently perform all activities that are to be undertaken as part of the overseas visit?	<input type="checkbox"/> Yes

Details:

4a. OVERSEAS TRAVEL RISK ASSESSMENT: Please complete point 4 Overseas Travel Risk Assessment on the previous page before moving onto this section

Hazard	Associated Problems	Relevant?	Probability: High, Medium, Low	Measures taken to reduce risk
Infectious diseases/viruses including Covid-19	Please see current advice available on the FCDO website https://www.gov.uk/foreign-travel-advice			
Climate conditions	extreme heat or cold, snow blindness, dry/desert region, high humidity, monsoon/storms, oxygen deficiency/rarefied air, sunburn/sunstroke, tides/water conditions			
Natural disasters	typhoon, tornado, tsunami, avalanche, earthquake, flood			
Contact - with animals	allergies, asthma, bird flu, bites, dermatitis, rabies, stings			
Contact - with insects	bites/stings, Lyme's disease, malaria, yellow fever			
Contact - with reptiles	availability of antidotes/medical back-up, remoteness of work site, shock			
Contaminated food	allergies, Hepatitis A, dysentery/diarrhoea, severe stomach upset			
Contaminated water & drinking water	dysentery/diarrhoea, legionella, leptospirosis, polio, cholera, typhoid, levels of arsenic etc. in water			
Crime	street crime, local scams, theft, hotel room security			
Electricity	compatibility of equipment, higher/lower voltage, safety standards, power cuts			
Emergencies	accident, fire, police			
Local Culture	customs, dress, religion, behaviour			
Excavations, confined spaces, tunneling	permits to work, safe systems, risk appreciation			
Hazardous substances/chemicals	available antidotes, CHIP, transport requirements, spillage,			
Legal differences	local codes/guidance, local statute			
Needles / sexual contact	HIV, Hepatitis B			

Terrorism	security alerts, bombings, abduction/kidnapping,			
Civil unrest	Political demonstrations, riots			
Transportation	airport collection, competent drivers, hazardous terrain, roadworthiness of vehicles, suitability of transport, insurance			

5. STAFF COSTS

	Description	Number	Unit Costs	Total
Travel				
Accommodation				
Subsistence				
Insurance	Leeds City College Travel Insurance		0.00	
Other				
		Total Staff Costs		

6. STUDENT COSTS

	Description	Number	Unit Costs	Total
Travel				
Accommodation				
Subsistence				
Insurance	Leeds City College Travel Insurance		0.00	
Other				
		Total Student Costs		

7. TOTAL VISIT COSTS

Expenditure	Total Staff Costs		
	Total Student Costs		
	Total Cost of Overseas Visit		
Income	Department Budgets		
	Student Contributions		
	Grant Funding		
	Other		
Summary	Total Income		
	Total Surplus (income minus expenditure)		
	% contribution (surplus divided by expenditure multiplied by 100)		

8. AUTHORISATION

	Signature	Print Name		
Requested by			Date	
Line Manager			Date	
Head of Careers, Work Experience & Progression		Gina Yates	Date	
ELT Approval		Bill Jones	Date	

**** NB** When the OTA has been fully approved the TP team will notify the Senior Manager (s) "on call" for the period of the visit who will be the first point of contact should an emergency arise. Their number will be passed to the responsible member of staff and the hosting partner.
See Overseas Visits: Procedures Guide paragraph 5 for process.