



International Travel Authorisation Form

For Directed and Assisted Travel to overseas countries subject to a DFAT Level 4 Warning to 'RECONSIDER THE NEED TO TRAVEL'

Instructions

In accordance with HR Policy E7 'Directed Travel' and E8 'Conference and Other Assisted Travel':

USQ will not require or approve a person to undertake directed or assisted travel in an overseas country which is subject to an official Level 5 warning 'NOT TO TRAVEL' issued by the Department of Foreign Affairs and Trade (prior to departure).

Where the Department of Foreign Affairs and Trade has issued an official Level 4 warning to 'RECONSIDER THE NEED TO TRAVEL' to an overseas location, USQ will not normally require or approve an applicant to undertake directed or assisted travel in this region. However, in exceptional circumstances only, essential travel to such a location may be assessed and approved on a case by case basis by the Vice-Chancellor.

An employee who, having considered the DFAT warning and SOS International advice, wishes to request an exemption from the policy provisions relating to directed or assisted travel to overseas countries subject to a DFAT Level 4 Warning to 'Reconsider the Need to Travel' MUST complete this form with their Travel Request form and seek approval from their delegate and the Vice-Chancellor prior to any travel being planned, booked or undertaken.

Employee and Travel Details

Name: _____ Employee ID: _____
Position: _____ Faculty/Department: _____
Overseas Country/Countries for which exemption is sought to travel and dates of travel: _____
DFAT Warning Attached: [] SOS International Advice Attached: []

Business Case Demonstrating Exceptional Circumstances and Essential Need to Travel

Provide complete and comprehensive details of the ramifications to the University if travel is not undertaken:

Employee Undertaking and Signatures

I have read and understand both the DFAT and International SOS advice regarding travel to the designated region/s []
I have identified and am fully aware of the potential risks and will engage in suitable risk reduction strategies []
If directed by the University, I will depart immediately from the region in question to a safe location []
Travel insurance cover has been confirmed by USQ's insurance provider []
Employee Signature: _____ Date: _____

Please forward the completed form to the relevant Category 3 Delegate or above for recommendation to the Vice-Chancellor for approval or otherwise.

Category 3 Delegate Recommendation

- I am satisfied that this travel cannot be deferred Yes No
- I am satisfied that the travel is essential for the employee's work and the University's business Yes No
- In my opinion, the employee travelling has identified and / or is fully aware of potential risks and will engage in suitable risk reduction strategies Yes No
- In my opinion, the employee has the necessary additional expertise, local networks, support and language that may be required to substantially reduce or deal with the risks Yes No

Travel Supported Yes No

Comments and Recommendation: _____

Category 3 Delegate Signature: _____ Date: _____

Vice-Chancellor's Approval

Whether travel is essential will be a matter for final judgment by the Vice Chancellor and will be based on factors such as:

- the needs of the Faculty/Section and University;
- concern for personal safety;
- personal knowledge of the country or area and,
- travel insurance cover is confirmed by the University's travel provider.

In making a final decision the Vice Chancellor will take into account:

- the ramifications to the University if the travel is not undertaken;
- that the travel cannot be deferred;
- the employee's expertise, local networks, support and language ability, and
- whether the employee has the capacity to implement a suitable risk reduction strategy.

Policy Exemption Granted and Travel Approved Yes No

Comments and Justification: _____

Vice-Chancellor Signature: _____ Date: _____

If an exemption is granted and the employee travels to a location for which a DFAT warning advises to "reconsider your need to travel" then the employee must:

- register with the Australian embassy in that country;
- keep their contact details current at all times, and
- maintain their email and regularly check in with the University whilst travelling to ensure they are aware of any changes to the security status of the countries they are visiting.

Emergency Evacuation

Employees should monitor threatening situations and maintain contact with the Australian Embassy in the destination country. Employees must contact the Australian Embassy and the University prior to taking any action to evacuate. An emergency assistance contact number for SOS International is also provided. In case of an emergency overseas, the first point of contact with the University should be the Corporate Travel Manager.