

International Travel and Assignment Procedures

1. Introduction

The purpose of these procedures is to set out how international travel and assignments undertaken by university employees will be managed by the University, ensuring that the responsibilities of management and the individual are clearly set out and that personal, commercial and reputational risks are minimised.

This procedure applies where an individual who has a contract of employment with the Open University in the UK travels overseas to work on the University's behalf. This may be:

- Short term visit:
A single or series of visits outside the UK. Each visit is 30 days or less in duration.
- Long term assignment:
The employee is required to work overseas for a period of several months without returning home, during which time they may travel to other country/countries outside the UK. The assignment is in excess of 30 days, but normally less than 183 days per UK tax year.

This does not include consultants not in receipt of a contract of employment or anyone normally resident outside the UK. There are separate arrangements governing the engagement of individuals who are normally resident overseas. Please note that this procedure only applies to employees of the University and not to individuals working under a self-employed consultancy contract, except for the risk assessment and Business Travel Risk Assessment Checklist (see section 11). Please refer to the International Travel and Assignment Policy for further details.

2. Travel and Covid-19 restrictions

The University's duty of care to its staff and students is paramount. As Covid-19 travel restrictions have eased in line with UK Government and Foreign, Commonwealth and Development Office (FCDO) guidance, the University has updated its guidance for business travel.

International business travel resumed from 6 September 2021. All travel arrangements must comply with the [UK Government](#) and [FCDO](#) guidelines. Travel requests must follow the Unit's processes. Travel should not be booked until Head of Unit permission has been granted. Complete the standard documentation required under normal travel conditions (see sections 5 and 11). Travel must be booked through Click Travel via a departmental travel booker. Please refer to the International Travel and Assignment Policy for further guidance.

3. Sponsor support

A sponsor in this context is an individual who organises and is committed to the development of a project – this could be a line manager, a project lead or someone assigned to be responsible for or has the authority to carry out that particular project, or in the case of the International Development Office (IDO), this would be the Director of IDO or their nominee. For conference attendance, this would normally be the line manager.

Employees who travel outside the UK and RoI on University business will be supported by a sponsor who will remain in touch with the staff member during the period of overseas assignment and act to resolve any issues that cannot be resolved locally. The arrangements for routine and emergency communications must be documented in the risk assessment. This person should be contacted by the employee who is travelling if the travel itinerary changes or any emergencies occur during the arranged trip. A record of any itinerary changes or contact from the employee should be recorded, including action taken.

4. Responsibilities

To ensure the University meets its duty of care to staff, a set of responsibilities is set out below, which applies to all overseas working, irrespective of duration. Staff, sponsors and Heads of Units are required to ensure they have met the requirements outlined in the attached checklist prior to the staff member travelling.

Employee responsibilities

- Seek the appropriate approvals before booking or travelling.
- In collaboration with the project sponsor, complete Section B (Travel and Assignment Checklist) and Section C (Risk Assessment) of the International Travel and Assignment Approval Form.
- Book travel in advance via Click Travel, ensuring that your profile is updated to include your email address and mobile phone number.
- If international travel has not been booked via Click Travel (only in exceptional circumstances and with the prior approval of the Head of Unit (see section 6: Booking Process), ensure you provide the Unit with your travel itinerary and contact details, so they can be manually entered onto Crisis 24's GlobalRiskManager platform for you to benefit from the services offered by Crisis24, and enable the University to fulfil its duty of care to staff.
- Comply with the required health standards for entry into the host country (for example, vaccinations, etc.).
- Ensure a sufficient supply of any continuing medication is available to last the duration of the trip. Medicines that have been prescribed in the UK and taken from home should always be accompanied by a medical certificate declaring that they are prescribed for the employee's personal use.
- Ensure you are up to date with dental treatment and, where necessary, eye checks before departure overseas.
- Comply with the appropriate immigration requirements for the host country (e.g. take a valid passport, visa, etc.).
- Take a list of relevant contact details with you (e.g. contact numbers for University sponsor, business travel insurance documents, etc.).
- Register for the GlobalRiskManager platform and read the guidance relating to your destination and download the GlobalRiskManager Safety App.

- Comply with and take responsibility for the relevant University policies that are applicable overseas (for example, Anti-Bribery and Corruption Policy, Facilitation Payments Guidance, Hospitality and Gifts Policy, Export Control, etc.).

Immediately prior to departure, during travel and whilst in the host country:

- Ensure you remain aware of local events and news in the host country: consult the Foreign, Commonwealth and Development Office (FCDO) website and the GlobalRiskManager platform registering to receive email alerts whilst you are away.
- Take reasonable precautions and act in a sensible manner to ensure personal safety and inform the sponsor immediately if the itinerary changes and any emergencies occur that affect personal safety.

Sponsor responsibilities

- Ensure staff seek the appropriate approvals prior to booking or travelling.
- Encourage the staff member to download the GlobalRiskManager Safety App, so that they can be contacted quickly in the event of an emergency.
- Complete Section A (Budget and Travel in Principle) of the Travel and Assignment Approval Form and submit for approval.
- Once Section A has been approved, in collaboration with the employee, complete Section B (Travel and Assignment Checklist) and Section C (Risk Assessment) of the International Travel and Assignment Approval Form, using up to date and relevant information obtained from the staff member, the FCDO website, the GlobalRiskManager platform or other appropriate information and submit for final approval of the travel arrangements.
- Ensure a separate General Travel Risk Assessment Form is completed if any of the following conditions are met:
 - the FCDO website advises against all travel or essential travel only;
 - GlobalRiskManager platform indicates the country the member of staff is travelling to has a risk level of 3.25 and above;
- If the trip involves fieldwork, a more detailed assessment of the activity will need to be carried out in addition to the International Travel and Assignment Form – please complete the separate Fieldwork Risk Assessment. Please contact the Health and Safety Department at Health-and-Safety@open.ac.uk for advice on fieldwork risk assessments.
- Ensure appropriate Unit records are held (e.g. contact details, itinerary, etc.) in case of emergency.
- Ensure the employee has read and understands the relevant University policies that are applicable overseas (for example Anti-Bribery and Corruption Policy, Facilitation Payments Guidance, Hospitality and Gifts Policy, Export Control, etc. Please note that this is not an exhaustive list).
- Remain aware of local events and news in the host country (e.g. consult the FCDO website, and register on the GlobalRiskManager platform to view the latest information and updates.). Take action, where relevant.
- Record any changes to the staff member's travel itinerary or any personal safety/ emergency actions requested and/or taken by the staff member or the sponsor on the Unit's records.
- Act to resolve any personal safety issues brought to your attention by the staff member travelling in the host country.

- Inform the Head of Unit of any worsening situations that affect the personal safety of the staff member in or travelling to/from the host country so that risks can be re-assessed, and appropriate action taken.
- Where nominees are used (for example, where the sponsor is on leave), ensure they are fully briefed on their role and responsibilities and handover arrangements are made to guarantee continuity of monitoring, updating of central records, etc. Sponsors should communicate the use of nominees to relevant staff, including the member of staff travelling to the host country.

Head of Unit responsibilities

- Ensure you are satisfied that the employee is medically fit to travel to the host country and has had any required vaccinations. Ensure that working life in the host country complies with the health and safety standards of the host country. If you are satisfied that these conditions have been met, approve Section A (Budget and Travel in Principle) of the International Travel and Assignment Approval Form.
- Review the full International Travel and Assignment Approval Form. If you are satisfied that all conditions have been met in Section B (Travel and Assignment Checklist) and Section C (Risk Assessment), approve travel to the host country.
- Where the identified risk is level 3.25, the International Travel and Assignments Approval Form and General Risk Assessment Form (and Fieldwork Risk Assessment if applicable) must be sent to the Health and Safety Team health-and-safety@open.ac.uk and University Secretary's Office USO-general@open.ac.uk
- Ensure all travel is booked via Click Travel. Alternative booking arrangements are only acceptable in exceptional circumstances, please refer to section 6 Booking Process for more details.
- If international travel has not been booked via Click Travel, the Unit must ensure that the employee's travel itinerary and contact details are manually entered onto Crisis24's GlobalRiskManager platform so the traveller can benefit from the services offered by Crisis24, and The University can fulfil its duty of care to staff. Please refer to section 6 for more details.
- Ensure appropriate unit records are kept of all employees' travel arrangements outside of the UK and RoI and ensure processes are in place to update them when plans or other details change.
- Where nominees are used (for example, where the Head of Unit is on leave), ensure they are fully briefed on their role and responsibilities and handover arrangements are made to guarantee continuity of monitoring, updating of central records, etc. Heads of Unit should communicate the use of nominees to relevant staff, including the sponsor and staff travelling to the host country.

5. Approvals

All travel requests must follow the Unit's processes. Travel should not be booked until Head of Unit permission has been granted. Please refer to section 2: Travel and Covid-19 restrictions.

Sponsors and Heads of Units are responsible for ensuring that each trip is documented using the International Travel and Assignment Approval Form. All sections need to be completed: Section A (Budget and Travel in Principle), Section B (Travel and Assignment Checklist) and Section C (Risk Assessment).

Section A of the form addresses budgetary approval and travel in principle. In order to complete the form, the project sponsor will need to ascertain the current safety of the country being visited. There are two elements to this:

- The country's risk level can be identified by accessing Crisis24's GlobalRiskManager platform.
- Any restrictions or advice against travel to a particular country or location can be established by consulting the Foreign, Commonwealth and Development Office (FCDO) Travel Advice website.

Once the relevant information has been obtained, Section A of the form should be completed by the project sponsor and sent to the Head of Unit for initial assignment and budget approval. For senior staff approvals, an approver for a Head of Unit is a member of the Vice Chancellor's Executive (VCE), for VCE members it is the University Secretary or the Deputy Vice Chancellor, for the Deputy Vice Chancellor, and for the Vice Chancellor, it is the Pro-Chancellor.

Once Section A is approved, the project sponsor and the staff member travelling to the host country will need to complete Sections B and C of the form. Section B provides travellers with a checklist of considerations before travelling abroad to aid the smooth running of the trip and ensure their safety. Section C provides travellers with a risk assessment to complete. Once completed, all sections of the International Travel and Assignment Approval Form should be sent to the Head of Unit for final approval.

Where a person is travelling to a country with a risk level of 3.25 and above, a separate General Risk Assessment Form will need to be completed, or if the traveller is carrying out fieldwork, a separate Fieldwork Risk Assessment will need to be completed. Please attach it to the International Travel and Assignment Approval Form. The [General Risk Assessment Form](#) and [Fieldwork Risk Assessment](#) can be found on the People Services Intranet, under Travel and Subsistence.

If travel to a specific country is not advised (e.g. due to a high risk of terrorism), Sections B and C will also require USO approval.

A copy of the approved International Travel and Assignment Approval Form, and where applicable, the separate [General Risk Assessment Form](#) or [Fieldwork Risk Assessment](#), should be sent to the University's [Insurance Officer](#).

The University's Business Travel Insurance contains exclusions for travel to certain locations and is linked to the Government and rest of the world travel advice. Therefore, insurance cover may not be in place if travellers do not follow UK Government guidance. **If insurance cover cannot be arranged, the proposal to travel must not be approved.** Additionally, please see Section 11 regarding risk assessments.

6. Booking process

All travel, including flights, ferries, trains, hotels and hire cars must be booked as far in advance as possible via Click Travel, the University's travel management company. Advice on how to make a booking using Click Travel is available on the Finance and Business Services Intranet. Other booking methods should only be used in exceptional circumstances and with the prior approval of the Head of Unit. Emergency travel to

return back to the UK/RoI may be undertaken without prior approval if there is immediate personal danger and there is no time to book in advance.

Where travel and accommodation has not been booked via Click Travel, expenses will only be reimbursed in exceptional circumstances and the University reserves the right not to make these payments. Examples of exceptional circumstances include:

- Hotels booked by Affiliated Research Centres (ARCs), who are funding the cost of accommodation;
- Where Click Travel is unable to provide suitable accommodation close to the location at short notice, for example when a scientific field trip needs to be booked and undertaken quickly due to environmental conditions. In instances like this, auditable evidence must be provided of the reasons for this deviation.

It is impossible to be prescriptive about which airlines should be used in these circumstances given the range of countries to be visited, but individuals are expected to exercise discretion in order to control the cost to the University, whilst ensuring personal health and safety.

The University has implemented a comprehensive travel assistance programme supported by Crisis24. This provides a number of services for employees travelling away from their usual place of work, including medical and security assistance. Whilst travellers are abroad, they have a single point of contact for medical and security issues via a dedicated Open University Global 24/7 Assistance Helpline. When international travel is booked via Click Travel, the traveller's trip is automatically registered on Crisis24's GlobalRiskManager platform and the traveller will receive a travel itinerary containing security and medical information about their destination. Colleagues should be encouraged to download the GlobalRiskManager Safety App to provide them with live information and enable Crisis24 to contact them directly to provide immediate support in an emergency situation.

If international travel has not been booked via Click Travel, it is essential that all travel details for the member of staff (including personal contact details such as email address and mobile telephone number) are manually entered onto Crisis24's GlobalRiskManager platform. This will ensure that the traveller can benefit from the services offered by Crisis24, and the University is able to fulfil its duty of care to staff. International travellers and travel bookers have a responsibility to ensure that this information is manually entered onto GlobalRiskManager by liaising with People Services. Further information about how to manually add travel details onto GlobalRiskManager are available on the People Services A-Z under 'Travel'.

7. Travel

International travel will normally be by air at the economy fare and via the most direct route. There may be circumstances where a project is externally funded for travel in another class and this will be known in advance. Otherwise, business class travel may only be used in circumstances where a long-haul flight of over eight hours' flying time followed by the requirement to start work immediately, and with the explicit prior approval of the Head of Unit.

The reasonable cost of travel between home and the airport and between the destination airport and accommodation will be met by the University. The employee

will normally be responsible for arranging this and for producing valid receipts to support an expense claim.

Unless there are a number of people to be carried which makes it impossible, cars should normally be in the “Economy range”.

8. Expenses

Employees working on an overseas assignment regardless of duration are able to claim expenses supported by receipts in line with The Open University Travel and Subsistence Policy. The University will, in addition, reimburse all foreign exchange transaction costs incurred.

The University recognises that it is not always possible to obtain receipts for small items of expenditure such as taxis. Such expenses may be claimed and it should be noted in the expenses claim that reasonable efforts were made to obtain a receipt. Expenses will be reimbursed in Pounds Sterling.

9. Health

Responsibilities in relation to health are outlined in Section 4. The offer of an overseas assignment is subject to medical clearance. Where necessary, the University will meet the cost of health checks for the individual prior to overseas assignment and on final return to the UK and the cost of vaccinations, inoculations, and international travel medication, such as anti-malaria medication.

10. Insurance

The University has travel insurance cover in place for its employees travelling overseas on University business. A copy of the University’s Business Travel Insurance, which includes a policy summary and medical emergency information, is provided automatically when booking through Click Travel. The individual must take these documents with them.

The medical expenses cover provided under the University’s Travel Insurance Policy is not a full health insurance; it will only cover emergency treatment and associated expenses. Routine, preventative or other elective treatments are not covered. Pre-existing medical conditions are covered if travel is being undertaken in line with medical advice. Cover is not provided for anyone travelling against medical advice or for the purpose of undertaking treatment.

Any employee requiring medical or security assistance whilst abroad on University business should use the single point of contact via the dedicated Open University 24/7 assistance helpline. All receipts, doctor’s notes, etc. must be retained as evidence of expense.

Any claims for minor emergency medical expenses and loss or damage to luggage or personal effects can be dealt with upon return to the University by contacting the [Insurance Officer](#). All receipts should be kept, especially if essential items need to be bought as temporary replacement for items lost/stolen. In the event of theft of belongings, a copy of the report to local police must also be supplied.

Employees are reminded that the University's Travel Insurance Policy may be invalidated if travel proceeds against specific FCDO or GlobalRiskManager platform advice. Insurance cover is linked to the Government and rest of the world travel advice. Therefore, insurance may not be in place if travellers do not follow UK Government guidance. See section 5 regarding approvals to travel.

The University's Travel Insurance Policy does not provide cover for the hire of motor vehicles whilst in a foreign country.

Travellers should refer to the [UMAL Travel Hub](#) for the most up to date information, including details of the [travel cover](#) and how to [submit a claim](#). Please also refer to the Finance & Business Services Intranet for details on [Business Travel Cover](#) and [International Travel](#). If travellers have any questions not covered in the [Travel FAQs](#), contact Finance-Insurance@open.ac.uk. Further information on the University's Travel Insurance Policy is available by contacting the University's [Insurance Officer](#).

II. Risk assessments

Where a traveller is carrying out fieldwork, the separate Fieldwork Risk Assessment will need to be completed. Please contact Health and Safety at Health-and-Safety@open.ac.uk for advice on fieldwork risk assessments.

Where the Foreign, Commonwealth and Development Office (FCDO) advises against all travel or all but essential travel, or where they advise there is a high threat of terrorism or a high level of known terrorist activity, or if the GlobalRiskManager platform indicates the country has a risk level of 3.25 and above, then:

- A [General Risk Assessment Form](#) must be completed and submitted to the Head of Unit, the Health and Safety team and the University Secretary's Office for consideration.
- The Unit will need to contact the University's [Insurance Officer](#) to confirm insurance cover can be arranged.
- Only with this prior agreement can such travel be undertaken.
- The Head of Unit will ensure that the employee is fully briefed prior to the start of the assignment, taking advice from the FCDO website, the GlobalRiskManager platform or other appropriate agency.
- A copy of the approved International Travel and Assignment Approval Form, and where applicable, the separate [General Risk Assessment Form](#) or the separate [Fieldwork Risk Assessment](#), should be sent to the University's [Insurance Officer](#).

In all circumstances, employees should ensure that they do not take unreasonable or unnecessary risks in relation to their personal safety. However, in any country, a situation may suddenly arise that could not be anticipated, so it is also expected that in these countries, employees remain aware of local events and news, take reasonable precautions and act in a sensible manner to ensure their personal safety. For example, the FCDO website should be consulted before departure from the UK and the traveller should register to receive email alerts whilst they are away.

The Head of Unit may require an employee to return to the UK at short notice should they consider that personal safety risks are worsening and the employee must abide by that decision. The Head of Unit will seek advice from the FCDO website or other appropriate agency in determining whether to take this course of action. The

University will pay for the cost of travel in these circumstances (see also section 17 below on travel and home leave). Employees refusing to comply with the decision or employees who unreasonably delay or avoid their departure will be subject to disciplinary action.

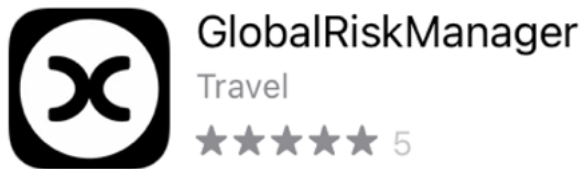
12. Using the GlobalRiskManager Platform and Safety App

Travellers will need to use Crisis24's GlobalRiskManager platform to check the risk level of countries and find out general information about the country being visited.

- To use GlobalRiskManager, travellers need to register with their open.ac.uk email account. Once registered, travellers will be able to find out comprehensive and real-time information on country risk levels, general travel advice, and vaccination requirements.
- Travellers will also be able to sign up to receive real-time alerts about natural disasters, social unrest, crime events and transport disruption that could impact their proposed trip.
- If travellers wish to speak to someone for pre-trip advice on health and security concerns, they can telephone the Open University dedicated line on +44 (0)2920 662425 or email the Crisis24 team: UMAL@global-response.co.uk.

Prior to going on an international trip, travellers are encouraged to download the GlobalRiskManager Safety App.

The App can be downloaded from the app store. Just search for the 'GlobalRiskManager' App from the App Store for your smartphone on [Apple](#) or [Android](#).



The GlobalRiskManager App enables registered users to:

- Track their location via a simple activation button (optional).
- Manually confirm their location for 48 hours after arrival at their destination via the 'Check In' function
- Access country specific overviews and general country advice
- Access local emergency contact numbers and dial them directly
- Speed-dial the 24/7 Global Operations Centre
- Activate an SOS alert in case of emergency

13. Immigration controls

Employees who travel outside the UK on University business must ensure they have a valid passport in place and obtain any visa, work permit, residence permit or any other documents required by the host country and that these are valid beyond the end date of the visit. The University will provide reasonable assistance where necessary and will meet the cost of related fees.

14. Accompaniment

Employees are normally not accompanied overseas by their spouse or partner or other family members. It may be possible for some of the assignment to be accompanied at the employee's own expense, but this must be agreed with the University in advance. Spouses, partners and family members must arrange their own suitable insurance cover.

15. Benefits

Where travel is undertaken on behalf of the University there should not normally be any financial benefit to the individual. If an individual does obtain some financial benefit, they should declare it to the University as it may be considered a taxable benefit.

Approval will not be given to "trade" a ticket to be purchased for travel on OU business for its cash value (usually requested in order to facilitate travel by accompanying partners by buying other cheaper tickets).

If an airline gives financial recompense for delay, overbooking, etc. (whether offered to volunteers or as compensation for the airline's own errors), the benefit should be returned to the University in full. Where additional costs are incurred by the individual they should be claimed in the normal way.

Personal membership of airline, hotel or car hire "frequent traveller" programmes will not be allowed to influence the choice of travel options. Promotional offerings e.g. air miles or free flights should be used for the benefit of the University where possible.

16. During trips abroad

Whilst travellers are working abroad on behalf of the University, emergency response teams are on standby to support them.

- If travellers have any general, travel, medical or security concerns, they should call the dedicated Open University Crisis24 helpline on +44 (0) 2920 662425. They can contact the helpline for any medical issues, security concerns, rearranging travel (e.g. due to illness), natural disasters, or queries about lost or stolen passports, etc.
- Travellers may find that they experience problems with **pre-booked** Click Travel arrangements. For example, the hotel may not have a record of the booking or may not have received payment. In these instances, travellers should call Click Travel on +44 (0) 1215102269.

If travellers experience an issue with a flight cancellation, they should contact the airline in the first instance. If help is still required, they should call Click Travel on the above number.

- If travellers need to make **new** travel bookings whilst they are away due to any emergency (e.g. illness or family crisis), they should contact the following:

During office hours: The unit's travel booker

Outside office hours: Crisis24 on: +44 (0) 2920 662425

Please note: If staff are arranging new travel arrangements outside office hours that cost more than £3,000, they will be asked to call the OU's Security Team on +44 (0) 1908 653666. The Security Team will then contact a member of the out-of-hours cover group, who will liaise with the traveller and Click Travel about new travel arrangements and authorise any booking over £3,000.

Useful telephone numbers and contact details for whilst travellers are away:

Crisis24 helpline: +44 (0) 2920 662425

Email: UMAL@global-response.co.uk (Crisis24 are affiliated with UMAL, our insurance provider, who will refer your query to the relevant Crisis24 department)

GlobalRiskManager App: Crisis24 can also be contacted directly via the 'Emergency Contacts' listed in the GlobalRiskManager App, or via the SOS button.

Travel booker's number: *A note should be made of the number for travellers to take with them.*

Click Travel: +44 (0) 121 5102269

(For issues with pre-existing travel arrangements)

OU Security: +44 (0) 1908 653666

(For authorisation if new travel arrangements cost over £3,000)

17. Long term assignments

For all long-term assignments outside the UK on University business, the following additional procedures apply.

Contract and salary

Employees have the right to refuse to undertake international assignments unless overseas working is explicitly included in their job description.

The employee remains an employee of the Open University and is assigned to the host location for a fixed period of time. The employment contract with the University remains in place for the duration of the assignment. The assignment and the underlying employment contract with the University are governed by English law but the employee is expected to respect all host country laws and customs.

The individual may be employed on a permanent or fixed term contract. In either case, to be eligible for an overseas assignment, they must have the right to stay and work indefinitely in the UK. In the case of a fixed term contract, the end date of the employment contract must fall after the expected end date of the overseas assignment.

An employee working on an overseas assignment will be entitled to the salary specified in their contract of employment.

Where an employee is working outside the UK for more than a month, the University has a statutory obligation to provide the following information as an addendum to the contract of employment:

- The period and location where they will work while outside the UK.
- Confirmation of the currency they will be paid in whilst they are outside the UK. (The University will continue to make monthly salary payments after deductions in Pounds Sterling into the employee's bank account.)
- Details of any additional remuneration or allowances they will be paid while abroad.

On return to the UK, the member of staff will return to their previous job or a comparable role at the same Grade and with the same terms and conditions of employment were they to have remained in their substantive role in the UK.

Induction

The terms and conditions of the assignment and the likely career implications will be covered during the selection process or will be covered thoroughly in any discussions where the employee has been approached by the University.

In addition, a systematic process of briefing and preparing the member of staff will follow after acceptance and will continue as necessary after arrival at the host location, including:

- Relevant policies, terms and conditions.
- Language training if needed.
- Information on life in the relevant country.
- A discussion with someone who has lived in the host country, where possible.

Fact finding visit

Existing staff considering an assignment overseas will be provided with a visit to the host country before committing themselves to a specific assignment. There may be occasions however, where it is agreed that an overseas assignment is unnecessary. Adequate time will be given to enable staff to explore the location, view accommodation, see the workplace and meet prospective colleagues.

The University will meet the reasonable costs of essential transport (in accordance with the University Travel and Subsistence Policy), hotel accommodation and meals. Any social costs are the individual's responsibility. A member of staff recruited externally for the purpose of an international assignment is not entitled to a visit and should satisfy themselves prior to acceptance that they are in a position to fulfil the contract.

Residence

The University will not normally require an employee to become 'not resident' in the UK as defined by HM Revenue and Customs Statutory Residence Test. Such an arrangement might be appropriate in exceptional circumstances and falls outside the scope of the remainder of these procedures. In such an event, the Head of Unit must make a business case for approval in advance of the assignment to the Group People Director.

Income tax

The University will normally arrange the time spent overseas so as to minimise the risk of the employee incurring a liability to taxes in the host country.

The Head of Unit should ensure that the time spent overseas by a member of staff is monitored in relation to the relevant Memorandum of Understanding (MoU). If the individual exceeds the time in-country allowed under the relevant MoU because of the work they are undertaking for the University, the University will arrange and pay for an assessment of the individual's liability for income tax and National Insurance (or equivalent). Details of all tax treaties currently in force can be found on the HMRC website (see section 18: Useful references below).

The employee must keep an accurate diary for the duration of the assignment documenting travel days to and from the host country and days spent in the UK and in the host country in order to correctly assess the total number of days spent in each country. Additionally, all supporting documents such as boarding passes, tickets, receipts, etc. should be retained as these may be required by the fiscal authorities.

If the employee becomes liable for any additional tax in the UK or the host country that arises directly as a result of the assignment, the University will pay it.

Transport of effects for long term assignments

Each airline has its own rules on the amount of personal baggage that is included in the fare. The University will normally cover costs for personal baggage up to a limit of 50 kg. Where this exceeds the inclusive allowance provided by the airline, the University will pay the excess.

Items such as laptop and tablet computers are classed as personal effects for the purposes of this policy.

Where the assignment necessitates the transportation of equipment, books or other materials the University will arrange and pay for the costs of transport.

Accommodation

A member of staff undertaking an overseas assignment will be provided with appropriate accommodation. The University will cover the cost of agreed temporary accommodation in the host location. This could be in a hotel, one-bed serviced apartment or furnished apartment, depending on availability, cost and length of the assignment. The standard of the accommodation will be based on advice from an external data provider and based on the cost of appropriate accommodation in the host location.

Where the accommodation does not provide necessary household items such as linen, cutlery, crockery and cooking utensils, the University will reimburse the cost of purchasing an agreed range of items locally. Where the employee is to make repeated visits to the host country but to different accommodation, they should make arrangements to store these items and transfer them to each new accommodation. The University will meet the reasonable cost of replacement where local storage is not possible, or if the cost of storage exceeds the value of the items.

Where necessary, the University will reimburse the cost of connection to standard supplied services such as electricity, gas, water and fixed line/cable telephone and broadband. Consumption costs of all utilities (except business telephone calls) are the employee's responsibility.

The employee is responsible for due care of any contents in the accommodation owned by the landlord or the University. An inventory is provided, and on vacating the accommodation they are required to make good any shortage or damage other than reasonable wear and tear.

Travel and home leave

The employee is provided with a return ticket for travel to and from the assignment location at the beginning and end of the assignment. The University will also cover reasonable costs for airport transfers by the most economical means at the host location taking into account any potential security issues in any less developed countries at the beginning and end of each period of time spent in the host country.

In addition, where the employee is to be outside the UK for a continuous period of 3-6 months, they will be entitled to one "Home Leave" trip consisting of a return ticket (air fare plus transfer costs) to the home country. Class of travel will be as per standard business travel practice. No cash alternative will be permitted if an employee chooses not to take this annual home leave entitlement.

The employee's spouse/partner who remains in the UK may, at the University's discretion, be provided with the Home Leave ticket in lieu of the employee. Such situations will be reviewed on a case-by-case basis by People Services and the employee's Head of Unit.

All Home Leave forms part of the employee's contractual holiday entitlement and must be arranged in accordance with standard University Annual Leave policy.

If, for operational reasons, the employee is recalled to the UK before they have been in the host country for 3 months, there will normally be no entitlement to a Home Leave ticket in addition to the recall trip.

In the event of serious illness or death of a member of the employee's or spouse's/partner's immediate family, or other serious emergency situation, the University will pay for return tickets to the UK for the employee.

Holiday entitlement and public holidays

While on assignment, the employee follows the public holiday calendar in the host location, but retains the UK annual leave entitlement.

Annual leave must be arranged in accordance with standard University Annual Leave Policy. Assignees must expect that there may be operational reasons why leave may be restricted including issues relating to project completion, tax, work permits and visas, in which case any untaken leave will accrue without limit.

18. Useful references

- International Travel and Assignment Contact Numbers

- International Travel and Assignment Policy
- International Travel and Assignment Approval Form
- General Risk Assessment Form
- Fieldwork Risk Assessment
- Foreign, Commonwealth and Development Office (FCDO): www.gov.uk/foreign-travel-advice
- [GlobalRiskManager platform](#)
- Finance and Business Services Intranet: [Insurance](#) – business travel insurance
- Tax treaties between the UK and other countries: www.hmrc.gov.uk
- Anti-bribery and Corruption Policy, and Facilitation Payments Guidance
- Export Control Intranet - UK/EU controls over export of Strategic Goods or Technology
- Hospitality and Gifts Policy
- Travel and Subsistence Policy
- Travel Health Operational Standard
- Travel Vaccination Approval Process Map
- Travel Vaccination Expenses Detail Form
- Travel Booking Process