

Guidance regarding Travel to areas that are designated as Amber by the FCDO

Where the Foreign Commonwealth & Development Office (FCDO) advice against all but essential travel to a country or parts of a country,

This is inclusive of travel to areas that the FCDO designated as;

- Amber; Advise against all but essential travel.
- Red; Advise against all travel. (_____)

[Business Travel and Expenses Policy1.pdf \(sharepoint.com\)](#)

- The Foreign, Commonwealth & Development Office (FCDO) provides advice about risks of travel to help individuals make informed decisions. It is essential that the FCDO foreign travel advice is reviewed prior to booking.
- Note; If travelling to an area in which the FCO advises against. It is essential that the insurance office is contacted. Confirmation of insurance is not guaranteed; . The insurers will ask for the travel Risk Assessment. Note it is essential that internal sign off is confirmed before the insurance office is approached and brokers are engaged with.
- Note; a risk assessmthe default position is that travel is not permitted.

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- [Pre-Travel Assessments \(sharepoint.com\)](#)

- , budget approval.

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- If the area is subject to a rapid change in risk status, a detailed risk assessment should be completed and the University insurance representative informed. Emergency arrangements must also be agreed, confirmed and fully understood by all parties.
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- Travel risk assessments for PGR students are to be completed in conjunction with their supervisors. Note PGRs do not have access to the form.
- Additional/ special insurance coverage may be needed. This must be referred to DMU's insurance and procurement services. This must be confirmed before travel/ any overseas activity in areas where the FCO advise against all but essential travel.
- Akshay Joshi is the interim point of contact in the insurance office.