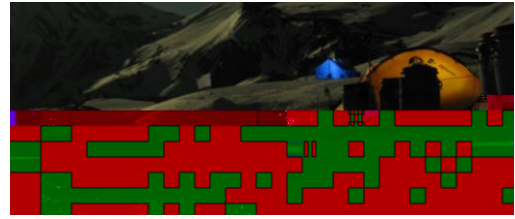
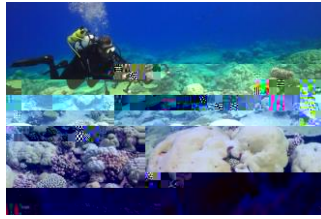


STAFF & STUDENTS TRAVEL HANDBOOK

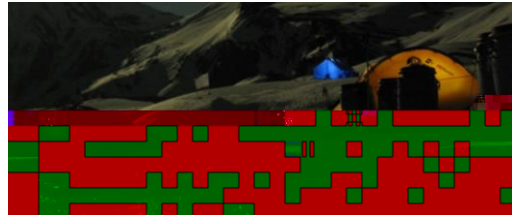
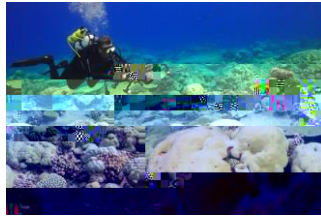
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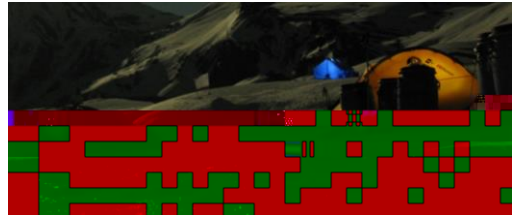
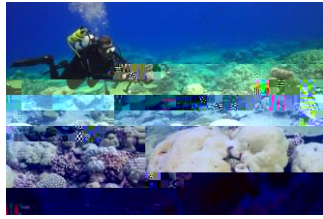
INTRODUCTION

As a member of University staff or student it is highly likely you will travel abroad during the course of your work or study. However, the nature of a University environment, whose purpose is to learn and destination, and activities once there, can be eclectic! For example, attending a conference in a



STEP 1: AUTHORISATION

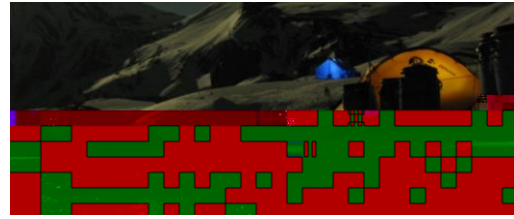
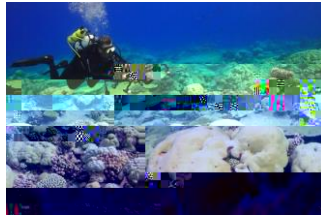
Please ensure you follow the general overseas travel (and financial) authorisation



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STEP 4: TRAVEL HEALTH ESSENTIALS

Vaccinations / Medication¹

Always check you have the correct vaccinations and medications (eg malaria tablets) before travel. The [NHS Fit for Travel](#) Website lists what vaccinations and prophylaxis are advised (as a minimum), when travelling to individual countries. Staff and students travelling overseas on University related business, are strongly advised to arrange vaccinations / prophylaxis as per recommendations.

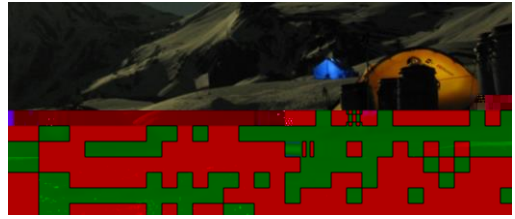
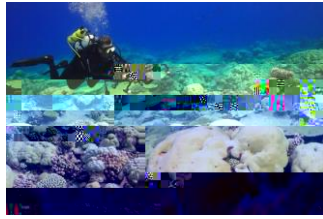
Be mindful some vaccinations and prophylaxis (e.g. malaria tablets) need administering a set time before departure or even in doses several weeks apart. When travelling always carry the _____ as proof of correct vaccinations. You will not be able to enter some countries without proof of vaccination, for example, some parts of Africa require a Yellow Fever Certificate on entry.

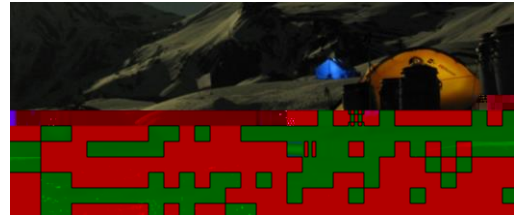
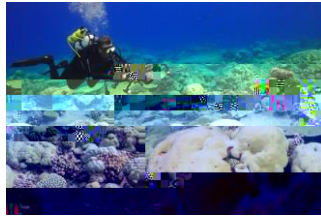
Flying

When flying keep hydrated, drink plenty of water and avoid drinking too much alcohol. If flying long distances wear comfortable clothes, do regular stretching exercises and try to walk around the plane at regular intervals. It is also important to familiarise yourself with guidance regarding [Deep Vein Thrombosis \(DVT\)](#) so you know what action to take if you have concerns after a long flight.

Other Health Considerations

As well as day-to-day health considerations when travelling overseas, eg sunburn, insect bites, some of us need to be mindful of pre-existing medical conditions and how these will be





<i>Dietary:</i>	Plan for specific dietary requirements if not easy to accommodate overseas.
<i>Accommodation:</i>	<p>Preferably, book a place known to you or ask colleagues, friends or family who have travelled to the area before or speak to your overseas contact for advice or use a reputable booking Agent / Site. It should be noted the use of private accommodation providers such as Airbnb is discouraged.</p> <p>On arrival familiarise yourself with fire exits etc, and secure your room, even if just briefly popping in.</p>

PRE-TRIP ESSENTIALS CHECKLIST²

Tick