



DEPARTMENT OF PHYSICS TRAVEL PLAN

(including risk assessment, insurance declaration & advance request)

To be completed for all travel (whether UK or overseas) **involving an overnight stay**. This form is used to substantiate to outside bodies that travel has been properly authorised. It is also used to prove that the travel is on University business in the event of an insurance claim.



Please note

OVERSEAS TRAVEL INSURANCE
By completing this form you confirm you have read the following:
 Your travel insurance document provides cover for both you and your personal belongings whilst travelling on University business. Details of the limits of cover are set out on the Confirmation of Travel Insurance policy, which will be sent to you before your departure. However for the personal belongings element of your insurance you are kindly asked to note the following:
 1) Your personal belongings are covered for their loss, theft or damage, however there will be a deduction of £50 (an excess) in respect of each claim that you make. This will be netted-off against any compensation that might be payable.
 2) You are strongly advised not to take valuable items whilst travelling, however if this is unavoidable, and if you have to make a claim, it must be supported by a Police report if the item is lost or stolen, or by a bona fide estimate of repair if damaged. Such an estimate must also record the extent of the damage, the cost of repair if appropriate and the value if it is to be written-off. You must also be able to produce, if asked to do so, either a receipt for the item(s) carried or a bona fide estimate of value and this information must pre-date your period of travel.
 3) **Items with a value in excess of £500**
 You must list on the travel plan all PERSONAL items you will be taking with you when travelling, which have an individual value in excess of £500 per item. In the event of a claim involving such expensive personal items, you must again provide with your claim a Police report if the item is lost or stolen, as well as a receipt or an estimate of value, which predates the period of travel.
 4) Please familiarizes yourself with the University Policy Statements relating to "Overseas Travel" and "Field Work" which can be accessed at: <http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/>
 5) If you have not submitted a form, you have eg no cancellation insurance for airline or hotel bookings. The form can be held by your Sub Dept Administrator and can be updated before and during travel if plans change.
 6) Bookings should not be made until this form is approved. We cannot accept travel expense claims without a prior approved Travel Plan.

Travel Details

Name of Traveller			
Home/ Work Address			
Travel Destination <i>(Country + City or Town)</i>			
Travel Dates	From:	To:	
Reason for Travel			
Are you travelling alone? <i>If no, please give details:</i>			
Itinerary <i>please complete all sections where applicable</i>			
Car			
Bus			
Train			
Flight Details Supply here <i>or</i> Attach a copy of your booking confirmation (once available) <i>or</i> Provide on separate sheet	Outward Journey		
	Departure Airport		Departure Time
	Destination Airport		
	Flight Number		Arrival Time
	Return Journey		
	Departure Airport		Departure Time
	Destination Airport		
	Flight Number		Arrival Time
Hotel Details <i>(name, address and phone number)</i>			

Contact Details

Emergency Personal Contact Name and Number <i>(Family member/ friend that the University can contact in the event of an emergency)</i>	
Your Emergency Contact Number while travelling <i>(eg mobile, hotel, conference desk etc)</i>	

Declaration	The following personal items* (each valued in excess of £500) will be required whilst travelling outside the UK and will be carried as personal baggage:	
	Description:	Value (£):
	The following Physics owned items* (each valued in excess of £2,000) will be required whilst travelling outside the UK and will be carried as personal baggage:	
	Description:	Value (£):

*Continue on separate sheet if required

Estimates, Funding & Advance	Estimated Costs			
	Travel	£	Meals/Subsistence:	£
	Accommodation	£	Fees/ Other	£
	Total Estimated Cost			£
	Funding Source(s)			
	Outside Grant	Account Code	_____	
Non-Grant Award	Awarding Body	_____		
Sub-dept/ Group funds	Account Code	_____		
Other		_____		
Advance (if required) Yes <input type="checkbox"/> No <input type="checkbox"/> Amount £				

Complete an advance request form (<http://www.admin.ox.ac.uk/finance/forms/expensesand relocation/>) and return with completed Travel Plan to your Sub Dept Administrator.

Finance Office Use Only

Advance paid £ _____ Account _____ Date _____

Risk Assessment	The work while travelling:	The travel is to an area that:
	<input type="checkbox"/> is office work only, attending a conference, or similar	<input type="checkbox"/> is similar safety to Oxford
	<input type="checkbox"/> involves lab work or other potentially hazardous location(s)*	<input type="checkbox"/> has potentially a higher risk than Oxford*
	*requires separate assessment to be prepared and confirmed in line with the Safety Department travel risk guidelines, see http://www.admin.ox.ac.uk/safety/policy-statements/s3-07/	

Signatures	Applicant _____ Date _____
	Authorisation/ Approval _____
	PI/ Grant/ Budget Holder _____ Date _____
	Itinerary/ Risk Assessment _____
	Approved by Supervisor _____ Date _____ (not applicable to senior academics)
Administrative (date added to Travel Register by dept Secretary/ Administration Officer/ PA) _____ Date _____	

Once complete, the form needs to be returned to your Sub Dept Administrator, PA or Secretary