

## STAFF TRAVEL MAY 2023

Following the easing of Covid –19 restrictions, UEB Travel Sub-Group approval to travel on University business is no longer required.

Ongoing resourcing issues make finalising travel arrangements for staff more challenging than before the pandemic.

In order to address the challenges being experienced, the following measures will be in place until further notice:

- Staff are not required to contact the University's Travel Management Supplier for domestic travel (UK and ROI). Domestic travel includes all flights, accommodation and car hire;
- In the event of a staff member requiring emergency travel services during a trip, our Travel Management Supplier will be available should a new booking be required.
- Given duty of care obligations, where University travel is not booked through our Travel Management Supplier, it is recommended that a record is held locally of the location of travellers.

Where staff are required to undertake international travel on approved University business, this must continue to be booked through the University's Travel Management Company, via purchase order.

Staff who need to travel internationally must submit a request to their line manager, carry out a [full risk assessment](#) and, as there are still travel restrictions in place, check the guidance from NI Executive/official guidance from the intended destination to ensure that they comply with the entry/exit requirements. This is an evolving situation, so it is important that this is checked right up to the point of travel.

This position will be kept under review and if circumstances change, the University may need to re-instate enhanced arrangements to ensure the safety of our staff during any trips on University business.

Please be aware that travel insurance will cover emergency medical treatment, however, any costs in respect of Covid related issues eg cancellation, curtailment, isolation etc will be borne by the home School/Directorate.

More detailed information can be found on both the COVID-19 FAQ page:

<https://www.qub.ac.uk/home/coronavirus-faqs/>

And also on the Finance Insurance page:

<https://www.qub.ac.uk/directorates/FinanceDirectorate/visitors/insurance/travel-insurance/#9254971>

Staff should refer to these pages for any updates/changes on travel advice.

I trust these arrangements are clear. If you require further clarification on any aspect of the process and/or additional information, please email [finance.dept@qub.ac.uk](mailto:finance.dept@qub.ac.uk) in the first instance.

This process relates to staff travel only, students should refer to the [Student FAQ's relating to travel](#).