

All Adelaide University travellers **must complete this form in addition to normal approval processes**, prior to booking, **if they are planning to travel to:**

- destinations designated by [smartraveller.gov.au](https://www.smartraveller.gov.au) as ‘[reconsider your need to travel](#)’ or ‘[do not travel](#)’
- sanctioned countries under regimes implemented by [Australia](#), [UN](#), [EU](#) and [US](#)
- locations that present significant medical, political, environmental or logistical risk, as defined by Adelaide University’s emergency response provider
- countries that contain exclusions under the University’s insurance policy.

Travel insurance is available for all travellers who are undertaking approved Adelaide University travel. Restrictions may apply for travel to high-risk destinations.

Staff travelling **must complete Steps 1 and 2** and attach this completed form to the FCM international travel request.

Students travelling **must complete Steps 1 to 7** and upload the completed form via the required registration pathway for their activity type (MyGlobal, Study Away Form or other process) as outlined in the [Student Travel Approval and Registration Guide](#).

Once this form has been completed and signed by the travellers and relevant approvers, email to insurance@adelaide.edu.au to complete step 2.

STEP 1: Complete traveller details below

Employee / Student ID: Click or tap here to enter text. (students only) undergrad postgrad Research

Name: Click or tap here to enter text.

Email address: Click or tap here to enter text.

College / Portfolio: Click or tap here to enter text. School / Function: Click or tap here to enter text.

Proposed dates of travel:

Depart date:

Return date:

Destination/s (inc. inter-country travel):

Country of departure:

Purpose of travel:

Current travel advice from [smartraveller.gov.au](https://www.smartraveller.gov.au)

Extreme (Level 4 – do not travel)	High (Level 3 – reconsider your need to travel)
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Checklist

I confirm I have reviewed the destinations designated by smart traveller

I have reviewed the list of countries on the University’s exclusions list

I confirm the travel destination is not a sanctioned country

I have completed and signed the risk assessment

Staff only: I confirm I have discussed the proposed travel with my Dean of School/Function Head and have an ‘in principle’ agreement for this travel to be considered

STEP 2: - Complete risk assessment – high risk destinations - below

Anyone intending to travel to destinations defined as “high risk” must complete a risk assessment. If this travel includes undertaking hazardous tasks/activities, travellers must also complete a risk assessment as they would for off campus activities.

Travellers should rely on the competent advice provided by government agencies such as smartraveller.gov.au and seek assistance completing this form from local HSW staff if required.

Hazards identified by government agencies in their advice to travellers (tick as applicable)

- Risk of kidnapping in this city/region
- Current civil unrest/political tension
- Violent crime
- Threat of attack from bordering nations
- Threat of regional disputes spreading
- Region affected by natural disaster
- Heightened risk terrorist attacks can occur
- Other (please detail)
- Health risks from insect borne disease
- Health risks from water borne disease
- Health risks from other infectious disease
- Threat of assault and sexual assault
- Travel by some roads restricted due to risks
- Risk of violence or discrimination based on gender or LGBTIQ+ identity
- Unpredictable and potentially volatile security situation

After reviewing the hazards identified by government agencies, tick the highest risk rating assessed for the hazards identified, without controls in place (note it cannot be lower than that suggested by the government agency – “reconsider your need to travel” = High, “Do not Travel” = Very High).

Consequence	Critical	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High	<input type="checkbox"/> Extreme	<input type="checkbox"/> Extreme
	Major	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High	<input type="checkbox"/> Extreme
	Moderate	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High
	Minor	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium
	Insignificant	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Medium
		Rare	Unlikely	Possible	Likely	Almost Certain

Manage the risk by selecting the appropriate level(s) of control, tick and highlight as applicable.

Action(s) required to minimise the risk -

- Have a strong understanding of the political and security situation at the destination; gather information from a variety of sources before booking and make sure any travelling companions understand the risks.
- Register for SMS / email travel alerts with smartraveller and / or download the AlertTraveller App.
- Communication protocol to be documented with scheduled regular contact with a nominated person at the University.
- Traveller will need to seek independent, professional security advice which may include hiring personal protection.
- Reduce duration of stay to absolute minimum.
- Eliminate all unnecessary activities in the city/region.
- Measures to protect against insect borne disease is to be taken.
- Vaccination status needs to be reviewed by a health professional.
- Ensure traveller has flexible arrangement to depart the region/city at a moment’s notice.
- Select hotel accommodation that can provide tailored security arrangements.
- Traveller will liaise with local hosts or accommodation for all required transport.
- Traveller will not enter identified no-go zones.
- Other (please detail)

Calculate the residual risk rating after the abovementioned control measures are in place.

	Extreme		High		Medium		Low
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Note: Travelers should not expect that the use of controls will reduce the risk determined by government agencies but should demonstrate that all reasonably practicable steps have been taken, given the risk they are being exposed to.

Additional Risk-Related Details

Outline your relevant prior travel experience to this destination (or other similar destinations), and language, social and cultural knowledge, home country, etc.

Provide details of any local support networks directly available to you at the proposed destination(s) e.g. local contact, host or guide.

List any resources available to you while travelling. For example, international mobile phone roaming, or a local mobile phone (provide details), email services available of you or your local contact.

What arrangements have been made with your supervisor for your safe return to Adelaide University after the travel takes place?

Detail why travel must take place to destination and why the underlying activity cannot be conducted via other means, by another person or destination e.g. via video conference, safer destination, inviting partners to Adelaide University.

What are the main risks associated with the travel? Provide summary of how the risks will be managed / mitigated. In addition to the personal risks to the traveler(s), also consider the reputational and strategic risks to Adelaide University as a whole.

Has allowance been made for any potential costs not covered by travel insurance (e.g. travel cancellation and disruption) and who is funding this?

Does the event/activity being attended have any security support?

Specify the location of the nearest Australian embassy/consular office to the destination(s).

Where do you intend to stay whilst visiting the location(s), please include name, address and contact numbers

Sign off by traveller

This risk assessment has been completed based on advice provided by government agencies on the date below.

Signed: _____ Date: _____

Staff are not required to complete the remainder of this form. **Students must complete Steps 3-7.*

STUDENTS ONLY

STEP 3 - Risk (Once you have completed the above steps, please email insurance@adelaide.edu.au)

- Insurance cover is available for this travel
 Insurance cover is not available for this travel

Comments

Name:

Signed: _____ Date:

Notes to Traveller

Please note, this is an in-principle agreement, risk assessment and confirmation of insurance cover only.

Once this form has been signed and returned by Risk, please email your Adelaide University Travel Approver. To identify your authorised Travel Approver, please refer to the Student Travel Procedure and/or the Staff and Visitor Travel Procedure.

STEP 4 –

I have reviewed risk assessment and approve the travel in principle

I do not approve the travel. Please refer comments.

Comments

Name:

Signed: _____ Date:

Notes to Traveller

Once this has been confirmed by the Travel Approver, please email the form to the relevant Activity Owner for approval.

Activity owners are as follows:

- Pro Vice Chancellor Global Partnerships – Exchange, Study Abroad, Global Learning-led short programs
- Pro Vice Chancellor Colleges – College-led WIL, study tours, field trips, other coursework student travel
- Pro Vice Chancellor Learning & Teaching – Centrally coordinated WIL (eg elective internships)
- Pro Vice Chancellor Graduate Research Training – Graduate Research student travel
- Executive Director, Student Engagement – Extracurricular and non-academic student travel
- Pro Vice Chancellor Online & Learning Futures – AU Online coordinated travel-related activities

STEP 5 –

- I endorse the travel
 I do not endorse the travel

Name:

Signed _____ Date:

Once this form has been signed and returned by the Activity Owner, please email the form to dvciee@adelaide.edu.au

STEP 6 – Deputy Vice-Chancellor International and External Engagement

- I approve the travel
- I do not approve the travel

Name:

Signed: _____ Date:

Once this form has been signed, please return to student.

STEP 7 – Upload the completed form

Once this form has been completed (including all signatories), students are required to upload the completed form via the required registration pathway for their activity type (MyGlobal, Study Away Form, or other process) as outlined in the Student Travel Approval and Registration Guide.