**Completing this Form**

* As per the [UQ Student Travel Procedure](https://employability.uq.edu.au/global-experiences/student-travel-procedure), this form must be completed by the **HDR student traveller** for travel to **High Risk Destination/s** (countries and regions rated by DFAT [Smart Traveller](http://smartraveller.gov.au/) as Reconsider your need to travel, Do not travel and Not Rated).
* This form should only be completed ONCE PER TRIP PER TRAVELLER.
* Complete this form and the [Student International Travel Declaration](https://employability.uq.edu.au/global-experiences/student-travel-procedure) form.
* Attach any relevant supporting documentation and submit completed forms to the relevant approver/s.
* Email completed forms to [travel@uq.edu.au](mailto:travel@uq.edu.au) at least 10 business days prior to planned departure date. UQ Travel will work with the High Risk Destination Travel Approver to assess the travel request.
* **Proposed travel to the following countries must also be notified to** [**UQ Insurance Services**](mailto:insurance@uq.edu.au) **(insurance@uq.edu.au) (irrespective of DFAT rating): Ukraine, Cuba, Iran, North Korea, Sudan, and Syria.**
* **Travellers must refer to** [**Smartraveller**](https://www.smartraveller.gov.au) **and the UQ International SOS**[**portal**](https://www.internationalsos.com/MasterPortal/default.aspx?membnum=12AYCA778031)**(search by location list) to better understand the risks (including possible sanctions/regulations) and mitigations required.**

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To: [High Risk Travel Approver]

From:

Date:

Subject: **Request for travel approval for (*TRAVELLER NAME*)**

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Your approval is sought for the above traveller to travel from (AUSTRALIAN / INTERNATIONAL DESTINATION) to (AUSTRLALIAN / INTERNATIONAL DESTINTATION).

**Background**

Provide brief background/summary of trip e.g. invitation by x, part of research thesis, attending conference etc.

**High Risk Destination justification**

Is the travel essential and why can’t the HDR objective be achieved via other means or in another safer destination? Detail the benefits travel will provide to UQ or opportunity cost if travel is not undertaken.

**Risk Management (including Health and Safety)**

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 traveller(s), also consider the reputational and strategic risks to UQ as a whole.

Are there any other risks associated with the destination and what precautions will be taken?

Will field work be undertaken during the travel? If yes, provide UQ Safe Risk Field Trip Reference ID.

Have you obtained necessary vaccinations/medications?

Have you established appropriate communication arrangements with your supervisor?

Have you ensured all UQ assets are reasonably protected e.g. UQ owned computers, mobile phones, equipment etc.? Refer to [International Travel IT Checklist](http://support.staff.uq.edu.au/app/opa/international_travel_it_checklist) for more information.

**Financial Implications**

Outline estimated trip cost, funding source and any other financial implications of the travel.

Consider whether any unplanned costs which could be incurred will not be covered under UQ insurance policy e.g. travel cancellation, disruption and mandatory quarantine (refer [UQ Student Travel Insurance Brochure](https://governance-risk.uq.edu.au/functions-and-services/insurance/travel-insurance)).

**Additional information**

Attach any supporting documentation that helps justify your trip.

What Passport will you be travelling on? Detail any additional information regarding entry visas/requirements.

Have you ensured there are no international safeguards (e.g. sanctions and regulations) under Australian law that may prohibit or restrict certain travel?

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| **Traveller Signature (or Travel Arranger to sign on behalf of traveller)** | | | |
| **Name:** | **Signature:** | | **Date:** |
| **Position Title:** |
| **Approval and Declaration by Head of Business Unit or approved delegate (i.e. Head of School/Centre Director/School Manager/Centre Manager/Deputy Director/Faculty Executive Manager or equivalent)**  I approve this travel in accordance with Section 3.6 of the [Student Travel Procedure](https://employability.uq.edu.au/global-experiences/student-travel-procedure). | | | |
| **Name:** | | **Position:** | |
| **Signature:** | | **Date:** | |
| **Approver Comments:** | | | |

**High Risk Destination Travel Approval**

|  |  |
| --- | --- |
| **Deputy Vice-Chancellor Global Engagement Approval Required**  I approve this travel. | |
| **Name:** | **Position:** |
| **Signature:** | **Date:** |
| **High Risk Destination Approver Comments:** | |