**Purpose of this Form**

This form assists the University in determining whether to permit travel to and/or remain in countries with a [DFAT Alert Level 3 and 4](http://smartraveller.gov.au/countries/pages/list.aspx) (DFAT advice is “reconsider your need to travel” or “do not travel”). Please be advised that there are specific exclusions that apply in relation to travel insurance coverage for staff and students travelling to or remaining in DFAT Alert Level 3 and 4 regions.

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| **TRAVELLER DETAILS** |
| **First Name:** |  | **Surname:** |  |
| **Employee Number:** |  | **Student Number:** |  |
| **e-Mail:** |  | **Division and School or Unit:** |  |
| **Phone Ext.:** |  | **UniSA Booking Reference Number:** |  |
| **Line Manager Name:** |  | **Line Manager e-Mail:** |  |

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| **TRAVEL DETAILS** |
| 1. Please list all locations in your proposed itinerary that are located within countries/regions presently rated as DFAT Alert Level 3/4. |
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| 2. Specify the purpose of travelling to, or remaining in, the DFAT Alert Level 3/4 country or region. |
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| 3. Outline your relevant prior experience, including prior travel to this (or other similar destinations), and language, social and cultural knowledge, home country etc. |
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| 4. Provide details of any local support networks directly available to you at the high-risk destination(s) e.g. local contact, host or guide. |
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| 5. 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 your or your local contact. |
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| 6. Does the event/activity being attended have any security support? |
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| 7. Specify the location of the nearest Australian embassy/consular office to the destination(s). |
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| **ADDITIONAL INFORMATION** |
| 8. This travel has been assessed by my line-manager and deemed necessary. |  |
| 9. I will not engage in potentially high-risk activities, particularly those activities listed in Australian DFAT Travel Advisories warnings specific to the high-risk destination(s). |  |
| 10. I will copy all documentation (tickets, passport, insurance, bankcard details) and will be carrying them separately from the originals. |  |
| 11. I will carry an emergency contacts list relevant to the destinations and the University. |  |
| 12. I will make regular and scheduled contact with a nominated University  representative (welfare checks). |  |
| 1. Nominated University representative *(please provide details):*
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| 1. Frequency of contact *(please provide details):*
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| 13. I am fully aware of the potential risk and will engage in suitable risk-reduction strategies. |  |
| 14. If this proposed journey is approved, do you consent to the University potentially tracking your movements whilst overseas using ‘always on’ tracking technology provided by ISOS via your mobile phone? |  |
| 15. If applicable, have you downloaded the [International SOS Assistance App](https://i.unisa.edu.au/staff/finance/services-we-provide/insurance-landing-page/travel-insurance/) on your smartphone? |  |
| 16. I’m staying at the following locations whilst travelling *(please provide details, including contact numbers):* |
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| 17. Can you please confirm that you **HAVE** contacted [International SOS Assistance Centre](https://i.unisa.edu.au/staff/finance/services-we-provide/travel/health-and-safety/) for a medical and security briefing and agree that you understand and will comply with the stated recommendations. (Please request an e-mail summarising the conversation and submit this with this questionnaire.) |  |
| 18. I have or will register my travel details on the [Smartraveller](https://orao.dfat.gov.au/pages/userlogin.aspx?ReturnUrl=%2fpages%2fsecured%2fdefault.aspx) Website. |  |
| 19. I am aware of the University’s requirements for incident notification. [What to do.](https://i.unisa.edu.au/staff/finance/faqs/travel-insurance/) |  |
| 20. Associated with your business travel: |
| 1. No unmanaged risks have been identified; or
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| 1. Measures have been taken to minimise risks
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| 21. Have your passport and visa requirements been completed? (Note: there is a requirement to have a minimum of six months’ validity on your passport when traveling internationally. Most countries will not permit a traveller to enter their country unless the passport is set to expire at least six months after the final day of travel.) |  |
| 22. I am aware of the vaccination recommendations for the countries or regions in which I will be travelling and I have or will have completed a full course of the applicable vaccines. |  |
| **TRAVELLER’S DECLARATION** |
| I declare that the above travel details are a true representation of the business-related travel to be undertaken.Signature *(electronic accepted)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**PLEASE NOTE:** Electronic signatures are accepted when this form is submitted to the Travel Team from the traveller’s secure UniSA email account. The email will act as a signature for all documents that are attached to this email. The traveller’s name must appear in the ‘from’ line of the email. It is also the traveller’s responsibility to seek approval from their line manager (minimum HOS/Director) prior to submitting this form. |
| **LINE MANAGER APPROVAL (min. HOS/Director)** |
| Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_Name (Please print) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext. : \_\_\_\_\_\_\_\_\_\_\_\_\_ |