

From: Kimberley Hunter <kim.hunter@manchester.ac.uk>

Sent: 02 September 2020 08:32

To: SALC-ALLACADS@listserv.manchester.ac.uk

Subject: [SALC-ALLACADS] e-mail sent on behalf of Head of School - University Travel Policy

Dear Colleagues,

I am writing to remind you that the University's Travel Policy which also relates to the University's travel insurance terms & conditions require **mandatory use of Key Travel** for all travel bookings related to University business travel including research and fieldwork within and outside of the UK.

This means that all travel tickets, including but not limited to, train and flight tickets need to be booked through Key Travel. Any expense claims in relation to travel bookings made outside of Key Travel (without the express permission of Head of School under extraordinary circumstances) will be refused and not be reimbursed. **More crucially, staff will not be covered by the University travel insurance policy.**

Please note that Key Travel can be contacted by phone to obtain more specific advice on routes that do not seem to be available online or where ad-hoc travel arrangements need to be made <https://www.staffnet.manchester.ac.uk/finance/travel-expenses/travel/key-travel-overview/>

Colleagues are also reminded to follow the steps below for making their University travel arrangements:

1. Inform line manager/supervisor/PI of travel plans prior to any arrangements being made and read [information on university travel](#).
2. Check the [travel risk assessment flowchart](#) and carry out a risk assessment in consultation with School Safety Advisors at compliance.salc@manchester.ac.uk. Please note that risk assessments need to be submitted in good time and at least two weeks in advance as in some cases the approval needs to be sought from the Dean.
3. Upon approval of the risk assessment, proceed to make a booking through Key Travel.

Given the ongoing pandemic, and the associated risk to travellers, all staff must comply with the University travel policy. It is for the care and protection of our staff that these measures are in place.

This directive applies to all travel funded by University budgets as well as the externally funded ones.

Best wishes,

Alessandro

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