# PGR Travel Authorisation Form (TAF)

The purpose of this document is to ensure PGR travellers have received all the necessary approvals and performed required checks prior to travelling on University business.

**This form should be submitted to the relevant school/division/department PGR administrator.**

Name of student:

ID Number:

Full title of conference/

event or description

of travel/fieldwork:

Reasons/details of attendance

*(e.g. presenting a paper)*

Location(s):

Date(s):

Funding source / account

to be charged (if applicable):

**Pre-travel approval**

The University has returned to ‘normal’ pre-travel approval for overseas business travel and are following this [travel risk assessment flowchart](https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/flowchart/). This means you need to assess the overall risk rating of the country you are travelling to and then follow the appropriate guidelines for your country and obtain additional pre-travel approvals, when necessary (see below).

To check what the risk status of a country is please visit the [AIG website](https://travelguard.secure.force.com/TravelAssistance/TGPreLoginHomePage?PL=AIG%20UK). You will need to register using your University email address and the University’s policy number which is: 0015903034. Select “country report” and input the country name, then click “check risk”.

i)                    For UK business travel, such as conferences, meetings and events,

-       read a [generic risk assessment for low risk business travel](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46122), or adapt a generic risk assessment with consideration of additional hazards or circumstances.

-       make line manager aware of the trip

ii)                   Overseas travel to a country of moderate / low risk

-       review / adapt a [generic risk assessment for overseas business travel](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=46123) with additional consideration of personal health risk, local Covid risks, health care infrastructure as well as restrictions for entry in country

-       make line manager aware of the trip

iii)               Overseas travel to a country on the [list of high risk countries](https://documents.manchester.ac.uk/display.aspx?DocID=42983) OR Overseas travel to areas where the FCDO has advised ‘against all travel’ or ‘against all but essential travel’

-       prepare a [specific risk assessment for high risk countries](http://documents.manchester.ac.uk/display.aspx?DocID=46070) with additional consideration of personal health risk, local Covid risks, health care infrastructure as well as restrictions for entry in country, working with your [FSE Safety team](mailto:fse.safety@manchester.ac.uk).

-       seek specific approval from the Head of PGR or the Associate Dean for PGR

Please retain any risk assessments you write for your travel on record.

**Export Control**

When travelling you must also consider [Export Control](mailto:https://www.staffnet.manchester.ac.uk/export-controls-info/) implications particular if you are traveling to one of the [key countries](https://documents.manchester.ac.uk/display.aspx?DocID=46167). You will need to check whether [due diligence](https://www.staffnet.manchester.ac.uk/export-controls-info/explained/ecc-due-diligence-checks/) checks are required.  This must be done in tandem with the RA. If due diligence is required this must done in advance of booking the trip, please coordinate with [Export Control Compliance (ECC team)](mailto:ecc@manchester.ac.uk) to ensure this is done.  The traveller has personal liability if exporting controlled good/data outside the UK borders. Please inform your budget holder Export Control checks have been done if your travel is to a Key Country.

**Declarations**

By submitting this form you declare that the information given is accurate to the best of your knowledge. Falsification of information as part of this application may be a student disciplinary matter and may lead to this request not being processed.

I confirm that I have considered and reviewed and checked for any Export Control implications

I confirm that I have completed a [pre travel risk assessment](https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/flowchart/) and have discussed any items of concerns with my Supervisor/s and FSE Safety team..

I have checked the [Foreign, Commonwealth and Development Office (FCDO) website](https://www.gov.uk/guidance/about-foreign-commonwealth-development-office-travel-advice) for the latest travel advice.

I understand that it is my responsibility to obtain all required travel documentation (e.g. visas)

I understand that Postgraduate Researchers (PGRs) remain standard users of Key Travel and can create travel itineraries but not book travel. Therefore, PGRs should contact their Departmental Operations email address and an Operations staff member will help book your travel for you.

I understand that it is my responsibility to process any expenses through the [PR7 process](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28615)

I am aware of the [University Travel Insurance for Students Undertaking Work or Study Placements](https://www.staffnet.manchester.ac.uk/insurance/travel/) and have obtained personal travel insurance if required

I am aware of the [University of Manchester Travel Policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=38313)

For fieldwork travel, I have obtained research ethics clearance/approval

**Electronic signature:**

**Printed Name: Date:**