

SCHOOL OF MATHEMATICAL SCIENCES TRAVEL PROCESS

TRAVEL OVERSEAS

Staff and PhD students must seek written approval from their Head of Group for **all business trips overseas** before travelling and/or incurring any costs. Guidance on travelling overseas can be found [here](#).

1. Submission of Request

Requests should be sent to your Head of Group as far as possible in advance of your trip and *normally* a minimum of 4 weeks. Once you have written approval, the following process must be followed:

2. Approved Requests: next steps

If your travel request is approved:

a) **Booking your trip**

With approval in place, you can book your trip. Bookings must adhere to the [Travel and Expenses Policy](#). If you require support with the booking, please contact us via maths-travel@qmul.ac.uk.

b) **MyHR – recording leave**

Staff only: prior to travel, please book your conference/research leave via MyHR.

c) **Completion and Approval of Risk Assessment**

i) Prior to travel, please complete sections 1 and 2 (*Logging the trip* and *Confirming implementation of controls*) of the [Low Risk Travel Assessment](#), and send to the appropriate person for consideration:

- For academic staff this is your line manager – normally the Head of Group for the majority of staff.
- For PhD students it is your academic supervisor.

ii) Once the risk assessment has been approved, please forward a copy to maths-travel@qmul.ac.uk.

This risk assessment should be completed for low risk travel abroad for work reasons e.g. conferences, consortium meeting etc. Further guidance is available [here](#) under the section Risk assessment process and templates.

It is a University requirement to have this in place and is the personal responsibility of the individual to complete and submit an approved risk assessment as specified before travel commences.

iii) Please note it is advisable to review any local/foreign travel and border restrictions prior to booking and travelling.

3. Insurance

All QMUL staff and students **must register every overseas business trip** online [here](#) (*Institution: Queen Mary University of London and passcode:173466*). This will generate a travel certificate, which you must retain. **If your trip is approved please ensure this is completed – it is the personal responsibility of the individual to have this in place.**

The contact for Travel Insurance queries can be found here: [QMUL Finance Travel Insurance](#).

TRAVEL WITHIN THE UK

Staff and PhD students must seek approval from their Head of Group for **all business trips within the UK** before travelling and/or incurring any costs. Once you have approval, the following process must be followed:

1. **Approved Requests: next steps**

a) **Booking your trip**

With approval in place you can book your trip. Bookings must adhere to the [Travel and Expenses Policy](#). If you require support with the booking, please contact us via maths-travel@qmul.ac.uk.

b) **MyHR – recording leave**

Staff only: prior to travel please book your conference/research leave via MyHR.

c) **Completion and Approval of Risk Assessment**

- i) For every UK business trip of more than one day, please complete section 1 (*Logging the trip*) of the [Low Risk Travel Assessment](#), and send to the appropriate person for consideration:
 - For academic staff this is your line manager – normally the Head of Group for the majority of staff.
 - For PhD students it is your academic supervisor.
- ii) Once the risk assessment has been approved, please forward a copy to maths-travel@qmul.ac.uk.

It is a University requirement to have this in place and is the personal responsibility of the individual to complete and submit an approved risk assessment as specified before travel commences.

2. **Insurance**

All QMUL staff and students **must register every UK business trip of more than one day** online [here](#) (*Institution: Queen Mary University of London and passcode:173466*). This will generate a travel certificate, which you must retain. **If your trip is approved please ensure this is completed – it is the personal responsibility of the individual to have this in place.**

The contact for Travel Insurance queries can be found here: [QMUL Finance Travel Insurance](#).

QUERIES

Please send any queries to maths-travel@qmul.ac.uk.