

Application to Undertake Travel, for University Purposes, to a High or Extreme Risk Location



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

www.newcastle.edu.au

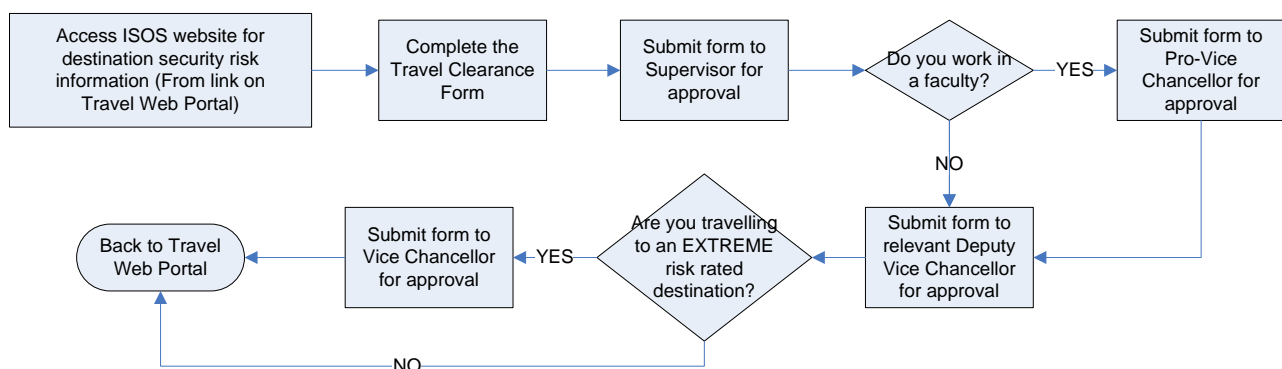
This form is to be used by Staff (or Conjoint appointments) and Students (Undergraduate and Post Graduate) seeking approval to travel to a high or extreme risk destination.

The University has determined that travel to High and Extreme Risk countries is **not generally acceptable** and will not be approved as a normal course of business.

However, it is acknowledged that there may be circumstances that justify the travel to a high risk destination. In such circumstances the traveller would need to demonstrate that potential risks (identified in the ISOS country security review) are adequately mitigated.

University travel to any destination noted as a high to extreme security risk or above, i.e. ISOS security rating of 2 or 3, must obtain the express permission of the Deputy Vice-Chancellor for high security risk destinations or the Vice-Chancellor for extreme security risk destinations. Whilst the Vice-Chancellor and Deputy Vice-Chancellors will consider the applications carefully, including the proposed risk mitigation strategies, the ultimate decision as to whether to allow travel to High and Extreme Risk countries rests with these senior officers.

Travellers are responsible for completing this form and forwarding it to their approvers as per the flowchart below:



Once the travel clearance form is completed then return to the Travel Web Portal to complete the requisition.

Travel incorporating Research

Safety Clearance for Research Projects is not facilitated through this form. Research conducted overseas raises a number of issues which must be assessed during the planning stage. As potential hazards may be involved a safety clearance (safety clearance link <http://www.newcastle.edu.au/service/health-safety/research-teaching-safety/forms-checklists.html>) may be required prior to the project commencing.

If the Research involves travel to a High or Extreme Risk rated Country then this travel clearance form is also required to be completed.

TRAVEL CLEARANCE FORM

Name of Traveller	
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- Status**
- Staff
 - Conjoint/Affiliate of the University
 - Undergrad Student
 - Post grad Student

- Purpose of Travel**
- Student Placement
 - Research (**NOTE:** Safety Clearance may be required)
 - Presenting at a Conference
 - Attending a Conference
 - Teaching Obligations
 - Newcastle International Business Development
 - Other

Reason for travel to a high or extreme risk country

- I am not able to fulfil the requirements of my placement in another country of lower risk. (provide reason, below)
- The proposed research/work cannot be undertaken in another country of lower risk (provide reason, below)
- I am a national of the country of planned travel.
- I have family connections with the country (eg family members live here)
- None of the above (provide reason, below)

Country/s _____

Current ISOS Security rating High (2) or Extreme (3)

Proposed period of time for travel _____

I have read the ISOS security advisory information and fully understand the risks involved with travel to this area. The risks highlighted in the ISOS report and any foreseeable hazards have been identified and appropriate controls introduced to eliminate or reduce the risk.

I am familiar with the area in question or have taken steps to ensure I will be familiar with the location prior to commencing the journey.

Key Risks Identified (Please attach a hard copy of the ISOS Security Report)	Controls / Risk Mitigation Strategies (Please enter how you will diminish the risks identified in the ISOS security report)

Traveller

Name _____

Signature _____

Date ____ / ____ / ____

**Approved /Not Approved by Supervisor
(first level approver)**

Name _____

Signature _____

Date ____ / ____ / ____

**Approved /Not Approved by Pro-Vice
Chancellor (if applicable)**

Name _____

Signature _____

Date ____ / ____ / ____

(If approved please forward this form to the D V-C for High Risk Countries or V-C for Extreme Risk Countries)

**Approved / Not Approved by Vice-
Chancellor or D-V-C
Research/Academic/Services**

Name _____

Signature _____

Date ____ / ____ / ____

Any questions in relation to the above should be directed to Karla Stewart, Commercial Relationship Manager.