

Business Travel to Areas of Unrest

Estates & Facilities - Insurance

Version: 1.0

1. Solent University is committed to providing a safe working environment for staff. This includes business travel undertaken on behalf of the University.
2. It is not necessary to tell the insurance office of general business travel. The University's travel policy covers all business travel on a blanket basis for trips up to, but not exceeding 90 days. However, any trips planned in excess of this duration, or trips to countries with areas of unrest should be referred to the Insurance Officer before booking.
3. When arranging business travel, staff should always consult the Foreign Office website before booking. Advice issued by the foreign [office travel website](#) should always be followed.
4. Travel to any country may be undertaken after consideration of the travel advice issued by the Foreign Office. However, where the Foreign Office advises against travel to a particular country or area then travel will not be allowed. **Additionally Solent University's travel insurance does not operate where travel is undertaken against Foreign Office Advice.**
5. If a trip is planned to a country where the Foreign Office has raised concerns, but not advised against travel, then a written risk assessment should be carried out. This should be completed prior to the trip being booked and the insurance office should also be informed. The risk assessment should include analysis of the following information.
 - a. Reason for the trip
 - b. The financial and academic value to the university
 - c. Potential danger level and type of risk involved
 - d. Foreign Office recommendations
 - e. Whether the trip could be rescheduled at a later date
6. Ultimately, if our insurers consider that the risk of travel is too high then travel insurance may not be available, and Solent University will not allow the trip to take place.
7. Please note that where travel tickets are booked and subsequently the Foreign Office changes their advice which prevents travel then unfortunately the University is unable to claim for any cancellation costs.
8. The safety and well-being of staff is the university's highest consideration. Staff will not knowingly be put in potential danger.
9. Insurance Guidance Note Four provides a summary of the University's travel policy. Any additional advice regarding travel insurance is available from the Insurance Office.