



## Travel Risk Assessment

### GUIDANCE NOTES

1. Please complete this risk assessment prior to booking your travel.
2. The purpose of this document is to identify and reduce the potential risks during your travel and review the potential impacts to your next of kin, the community and Curtin University.
3. Travel Risk Assessments will only be processed when all relevant sections are complete.

### LOGGING YOUR APPLICATION

The booking can only be made or edited by a Nominated Travel Facilitator. A list of Facilitator's is available on the Business Travel page of the strategic Procurement website.

<http://procurement.curtin.edu.au/>

The completed form is to be retained in the Faculty/Area office for audit purposes

### FILLING IN YOUR APPLICATION

- All Fields in Section 1, 2 and 3 are mandatory
- This form is set up as a series of tables and check boxes .
- The table will enlarge to the size you require when you type and by pressing the Enter key.
- Double click on the left mouse button  and a "check box form fields" box will appear. Choose CHECKED and OK.
- If you want to uncheck it, double click on the left mouse button  and a check box form fields box will appear. Choose NOT CHECKED and then click on OK.

### USEFUL RESOURCES:

Curtin's Travel Policy and Procedures:	<a href="https://procurement.curtin.edu.au/travel/">https://procurement.curtin.edu.au/travel/</a>
Emergency Security and Medical Assistance:	<a href="http://internationalsos.com/en/">http://internationalsos.com/en/</a>
Security and DFAT Travel Advice:	<a href="http://www.smarttraveller.gov.au/">http://www.smarttraveller.gov.au/</a>
Campus Travel:	<a href="http://www.campustravel.com.au">http://www.campustravel.com.au</a>
Chartis Insurance:	<a href="http://chartistravelinsurance.com.au/curtin/">http://chartistravelinsurance.com.au/curtin/</a>
Curtin Travel Policy:	<a href="http://corporaterisk.curtin.edu.au/travel">http://corporaterisk.curtin.edu.au/travel</a>

### USEFUL IPHONE APPS

WorldMate (Gold) or Triplt  
Convert Everything  
XpenseTrkr  
Foyage  
Qantas

**Do not submit this page with your application.**



## Travel Risk Assessment

**SECTION 1 – Travel Information**

<b>Destination Country(s)</b>	1.	2.	3.	4.
<b>DFAT Level Warning(s)</b> <i>Level 4 – must complete Section 4</i> <i>Level 5 - refer Corporate Risk (x3951)</i>	DFAT	DFAT	DFAT	DFAT
<b>Detailed Itinerary</b>	Curtin requires staff travelling to DFAT 4 countries provide a detailed itinerary including meetings, accommodations and personal time to be carefully recorded and uploaded into the Travel Risk Management System (TRMS) in order to respond to you in times of crisis.			
<b>Staff / Student Details</b>				
<i>(This information is necessary to complete the itinerary on the Travel Risk Management System (TRMS). If Curtin is funding any part of the trip, the booking is subject to Curtin's Travel Policy. If an external agency is funding the trip and making the booking(s) the traveller is still required to complete the form and gain approval to travel and the details entered on the TRMS by the Facilitator)</i>				
<b>Title and Name</b>				
<b>Staff / Student ID</b>				
<b>Department/School</b>				
<b>Email</b>				
<b>Mobile Phone</b> <i>A roaming number must be provided</i>		I am less than 65 years of age	YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Departure Date</b>		<b>Return Date</b>		



## Travel Risk Assessment

**SECTION 2 - General Risk Assessment**  
(Must be completed by all overseas travellers)**Travel to Department of Foreign Affairs and Trade (DFAT) Level 4 Countries**

Before conducting travel that involves a country currently listed as DFAT Level 4 you must receive approval from your **Executive Manager**. If you do not have this approval, **do not start travel as you will be uninsured and travelling in contravention of University Policy**. In choosing to travel to these countries you must provide a written risk assessment and endorsed business case detailing the requirements and benefits.

The aim of the following section of this form is to guide and assist in preparing the required Risk Assessment (Travel Policy and Procedures – 7.17.2). Broadly, the process of a Risk Review concentrates on three main areas:

- A Gathering information regarding the relevance and benefit of the proposed activity to Curtin
- B Identification of the risk associated with travel to the proposed country
- C Risk of harm to travellers and the risk mitigation efforts being undertaken

In the following section you are asked to answer a number of questions to identify any safety considerations that may arise from your proposed travel. Following this set of questions there are a number of areas to provide further information regarding your travel.

**The following sections are designed to alert you and your Executive Manager to the major risks in your travel. If you answer No to any of these questions, be sure to explain and clarify the issue elsewhere in the document.**

Next of Kin			
Name			
Relationship			
Email			
Daytime Contact Phone		Home Phone	
Mobile Phone			

## Travel Risk Assessment

## SECTION 3 - DFAT Level 4 Country Risk Assessment

Travel Risk Assessment	
1. I have read and understood the Curtin University Travel Policy <a href="http://procurement.curtin.edu.au/travel/policy.cfm">http://procurement.curtin.edu.au/travel/policy.cfm</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>
2. I have reviewed the advice provided by International SOS and DFAT and have considered the potential risks and will be taking appropriate precautions. <a href="http://www.internationalsos.com">http://www.internationalsos.com</a> <a href="http://smartraveller.gov.au">http://smartraveller.gov.au</a>	YES <input type="checkbox"/> NO <input type="checkbox"/>
3. I have a local contact and/or guide who is aware of my travel movements	YES <input type="checkbox"/> NO <input type="checkbox"/>
4. I agree to stay in contact with my nominated Curtin supervisor by email or phone	YES <input type="checkbox"/> NO <input type="checkbox"/>
5. I am travelling with a valid visa and passport	YES <input type="checkbox"/> NO <input type="checkbox"/>
6. I have made enquiries regarding the security provided at my chosen accommodation and have discussed any concerns I may have with Corporate Risk	YES <input type="checkbox"/> NO <input type="checkbox"/>
7. I have pre-arranged my transport to and from the airport and my accommodation	YES <input type="checkbox"/> NO <input type="checkbox"/>
8. I have spoken with my GP or treating physician about my Travel health requirements and have updated my routine vaccinations and had the appropriate and relevant travel vaccines	YES <input type="checkbox"/> NO <input type="checkbox"/>
9. I have noted the emergency assistance contact numbers and will contact them in the event of ANY medical or security issue. Contact details are; <b>International SOS - Tel: +61 2 9732 2468 - Membership # 12AYCA000014</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
10. I have a global roaming mobile phone number that will be on my person at all times.	YES <input type="checkbox"/> NO <input type="checkbox"/>
11. I have registered my travel with DFAT prior to departure (Travel Policy 7.17.3.1)	YES <input type="checkbox"/> NO <input type="checkbox"/>
12. I am aware that disinclination to travel is not covered by Insurance.  Disinclination to travel includes cancelling travel in the absence of any change in circumstance	YES <input type="checkbox"/> NO <input type="checkbox"/>
13. I agree to register with an Australian Embassy or Consulate on arrival at my destination (Travel Policy 7.17.3.2)	YES <input type="checkbox"/> NO <input type="checkbox"/>
14. I agree to comply with any directives from the Vice-Chancellor or Corporate Risk that may require my return home. (Travel Policy 7.17.3.4)	YES <input type="checkbox"/> NO <input type="checkbox"/>

**SPECIAL NOTICE REGARDING TRAVEL TO DFAT LEVEL 5 COUNTRIES**

Before conducting travel that involves a country currently listed as DFAT Level 5 you must consult with **Corporate Risk**. If you do not undertake these consultations, do not start travel as you will be **UNINSURED**. Corporate Risk will work with you in preparing a detailed written risk assessment that will be submitted to the Vice-Chancellor for review.

## Overseas Travel Risk Assessment

### APPROVALS

I attach a proposed detailed itinerary and request approval for this trip.

I acknowledge that I am aware of the insurance cover and conditions and that I have retained the emergency contact information provided by Corporate Risk

In signing this I confirm I may be asked to return home immediately if requested by Curtin University.

#### SIGNATURES (Required)

*(The traveller signature is mandatory to acknowledge agreement to the conditions before submitting for approval and he/she must attach a detailed itinerary to support the request.)*

Traveller (Mandatory)  Date

*(Endorsed signatures can be included, if required, prior to final approval by the Nominated Travel Approver whose signature is mandatory before the Facilitator can request confirmation of the booking or make any further amendments to the booking. An up to date list of Nominated Travel Approvers and the type of travel which can be approved is available on the Business Travel page of the Strategic Procurement website <http://procurement.curtin.edu.au/>)*

Head of School/Area/ Dept (Mandatory)  Date

VC/DVC/PVC/Executive (Mandatory)  Date



 Curtin University

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**Medical and Security Emergencies**  
In the event of an emergency, a free reverse charge call to International SOS any time from anywhere in the world will put you in touch with their emergency assistance service.  
**+61 2 9372 2468**  
Member ID 12AYCA000014

**Travel Assistance**  
For changes in travel itinerary, a call to Campus Travel any time from anywhere in the world will put you in touch with their service  
**1300 727 720**  
**Overseas + 61 7 3011 7823**