**ESSENTIAL UK TRAVEL CHECKLIST**

Please refer to **section 37** of the [Covid-19 Return to Operations policy and guidance](https://workspace.nottingham.ac.uk/pages/viewpage.action?spaceKey=safety&title=Covid-19+Recovery&preview=/318277266/318282412/SAF-COV-POL-V2.pdf) before completing this document.

The checklist should be completed in addition to the Critical Purchase Form for all travel requests.

The checklist should be authorised by the relevant line manager and evidence of this approval should accompany the submission of these documents to the Critical Purchasing Team at bb-fm-criticalpurch@nottingham.ac.uk

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| --- | --- |
| Traveller name |  |
| Line Manager |  |
| Traveller type | Staff [ ]  Student: Fieldwork [ ]  Placement [ ]  |
| Is the travel essential? | Yes [ ]  No [ ]  |
| Has an appropriate risk assessment been completed for offsite activity? | Yes [ ]  No [ ]  |
| Does the mode of transport ensure appropriate Covid-19 control measures can be observed? | Yes [ ]  No [ ]  |
| Has written assurance been received from destination organisation/placement provider that appropriate Covid-19 control measures are in place? | Yes [ ]  No [ ]  |
| Where accommodation is required, has the provider introduced appropriate Covid-19 control measures? | Yes [ ]  No [ ]  N/A [ ]  |