

**ESSENTIAL TRAVEL CHECKLIST – to be completed for all travel requests**

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=/318277266/318286111/SAF-COV-POL%20V3.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 [ ]  |
| **UK Travel**:Are any local lockdown restrictions in place at either the departure point or final destination? | Yes [ ]  No [ ]  |
| **International Travel:**Are any quarantine restrictions in place either at the destination country or upon return to the UK and including all legs of the journey? | Yes [ ]  No [ ]  |
| **Complete for both UK and International travel:** |  |
| Has either an [activity/task risk assessment](https://www.nottingham.ac.uk/safety/policies-and-guidance/risk-assessment/risk-assessment.aspx#Forms) or [fieldwork risk assessment](https://www.nottingham.ac.uk/safety/policies-and-guidance/fieldwork/fieldwork.aspx) been completed?  | 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 [ ]  |