

**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](mailto:bb-fm-criticalpurch@nottingham.ac.uk)

|  |  |
| --- | --- |
| 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 |