**INTERNATIONAL HIGH RISK TRAVEL BUSINESS CASE**

Only to be completed for destinations rated as Level 3 (Reconsider your need to travel) or Level 4 (Do not travel)

Must be completed by Traveller

DFAT Level 3 must be signed by Head of School (or equivalent)

DFAT Level 4 must be signed off by Head of School (or equivalent) and Executive Dean

Note: ONE Business Case can be completed for a group if applicable

To: Deputy Vice-Chancellor (External Engagement)

From:

Date:

Subject: **Request for travel approval to a High Risk Destination for (*TRAVELLER NAME*)**

**Supported by (HoS or EQUIVALENT NAME)**

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Your approval is sought for the above travel as (*DESTINATION*) is deemed by Smart Traveller to be a Level (*3 or 4*) risk.

**Background**

Provide brief background re: travel proposal – e.g. invitation by x, part of research thesis, attending conference etc.

**Business imperative for the travel**

Explain why it is essential that the travel take place, for example the benefits the travel will provide to UQ, opportunity costs or damaged relationship if the travel were not to take place.

Explain why the outcome above could not be achieved through other means (e.g. inviting partners from other country to come to UQ, video conferencing etc.)

Detail why travel must take place to destination and not be conducted via other means or destination.ie via video conference, safer destination.

**Risk Management (including Health and Safety)**

What are the main risks associated with the travel? Provide summary of how the risks will be managed / mitigated. In addition to the personal risks to the traveller(s), also consider the reputational and strategic risks to UQ as a whole.

What Passport will you be travelling on and have you been to do this destination before?

Are there health risks associated with the destination and have all pre-cautions been taken, ie vaccinations and medications?

**Financial Implications**

Outline any financial implications of the travel – including any liability to UQ (over and above usual travel costs). Consider whether any costs will not be covered under UQ insurance policy – has allowance been made for any costs not covered by insurance. Detail these costs and how they have been budgeted for e.g. Cost of private security are expected to be XX, this has been allowed for in the project budget.

**Recommendation** - completed by Head of School/Director (or equivalent)

Brief summary of the position. Any additional comments.

**Head of School/Director declaration**

I (HoS OR EQUIVALENT NAME) endorse the proposed travel. I believe it will benefit the University, and that the risks associated with the travel are acceptable as a result of the mitigation measures proposed.

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| **Traveller name:** | **Traveller signature** | **Date:** |
| **Head of School/Director (or equivalent) name:** | **Head of School/Director (or equivalent) signature** | **Date:** |
| **Executive Dean name:** | **Executive Dean signature** | **Date:** |