

# Guidance notes on International Travel for Research

This guidance note is for all Principal Investigators (PI) and project staff who are going to be undertaking international travel related to research activities (including fieldwork) or who are going to be authorising/organising international travel for members of the research team. This guidance note must be read in conjunction with other relevant policies and codes of practice (including those of funders). These include:

- [Code of Practice 32 Fieldwork](#)
- [Code of Practice 38 International Travel](#)
- [University Travel Policy](#)
- [Travelling for Work \(General Safety Awareness\) and Travelling for work \(Research Travellers Guide\)](#)
- [Travel Guidance for Staff and Students](#)
- [Safeguarding in research training](#)
- [Travel FAQ's](#)
- [Research Travellers Guide](#)
- Travel Risk Calculator

## Risk management

Prior to undertaking any University travel you must obtain approval from your line manager or supervisor before making any related travel arrangements or commitments. The policy requires travellers to provide a completed Health and Safety Risk Assessment and arrangements of the proposed trip to their School or Function to seek official approval before travelling:

A risk assessment is a crucial document which not only assists you to plan the trip safely but also enables the University to fulfil its duty of care obligations to protect the health, safety and wellbeing of its staff and students. The worldwide security picture has changed significantly in recent years and it's important that staff and students are up to date on potential risks of overseas travel, even in apparently low risk countries, and have suitable plans in place to keep themselves safe in an emergency scenario.

- Risk assessments **must** be created for all projects activities, this includes:
  - [Staff risk assessment TRA1](#) must be completed then reviewed by the H&S Co-ordinator where applicable and then signed by Head of School/Function.
  - [Overseas Travel Form](#) must be completed
  - [Field trip risk assessment must be completed as per code of practice 32.](#)
  - [Pre-Travel checklist](#)
- All travellers should have sufficiently researched, risk assessed and planned for the environment they are travelling to and the conditions that they might reasonably be expected to encounter. Heads of School ( HoS) are responsible for checking that any risk mitigation in place is suitable and sufficient and must not agree to any travel where they do not reasonably believe this to be the case. Please refer to [CoP 38 Overseas Travel](#) for further details.
- Government guidance from the [FCDO](#) should always be checked
- The Principal Investigator must support staff or students involved in the project to identify and access training and support required to deliver the project and assist in all aspects of project planning
- It could be necessary to involve Third party organisations (subcontractor or consultants) to provide more specialist training, this will depend on the location to be visited, and any identified threats related to it.

- Travel risk is a combination of the location, the person(s) and the activities being undertaken and potentially any one of those factors could be what makes the trip higher risk.
  - There are also certain destinations which our Insurer see as high-risk destinations regardless of other factors (see [Country-specific Travel Guidance \(reading.ac.uk\)](#)) and these all require a security questionnaire to be completed at least 21 days before travel.

## **RES Support**

For applications which include overseas research fieldwork the Project Setup Manager will provide this guidance note to the PI prior to commencing the project and ask for the PI to confirm that they understand their obligations and that they have a risk assessment in place.

## **Working in India**

If any employee of the University will be spending 180 days or more in India during a 12-month period this will have tax implications for the University and these tax implications need to be discussed with the school and factored in to any application and costing where travel to India will be extensive