

# Work related travel flow chart

Obtain authority for travel

From appropriate person. Bear in mind Finance Policy states that expenses will only be authorised if appropriate authority has been granted for trip

Formulate travel plan

This should include at the very least a travel itinerary and contact details both for destinations and those travelling. In high risk situations a risk assessment may have to be formulated for the trip and activities. Then consider the following;

Arrange time off

From normal duties, and in consultation with appropriate person, usually your line manager

Health considerations

This may include supplies of personal medications, through to detailed advice on inoculations and area specific health guidance, which can be obtained online at <http://www.ed.ac.uk/staff-students/staff/business-travel/travel-health>

Arrange travel tickets and accommodation

Follow your school/unit procedures for purchasing tickets and accommodation or follow the procedures at <http://www.ed.ac.uk/staff-students/staff/business-travel/booking-travel>

Arrange insurance

Follow your school/unit procedures for purchasing University Insurance or follow the procedures at <http://www.ed.ac.uk/staff-students/staff/business-travel/travel-insurance>

Safety considerations

Safety issues to consider include travel within your destination country, emergency situations, emergency contacts. More detailed guidance is available at <http://www.ed.ac.uk/staff-students/staff/business-travel/travel-safety>