

STUDENT TRAVEL INSURANCE REQUEST FORM

Section 1 - Traveller's Contact Details

Name of travelling student:	
Student ID No:	
Department/Faculty:	
Your email address:	
Your phone number:	
Please give the name of the staff member who has given approval for your trip (this should be the same person that approved your risk assessment):	
Please give the email address of the staff member who has given approval for your trip:	
NOTE: In the interest of Health and Safety whilst you are away; it is mandatory that you update location details upon arrival at the host institution so that we can contact you in the event of an emergency. You will receive an email from UoW on the first day of your mobility requesting you to do this. Please ensure that you respond promptly by logging-on to the system using the link on email to complete this task.	

Section 2 - Details of Trip

Date of departure:	
Date of return:	

Please note that the University's travel insurance covers you up to 360 days only. If you intend to travel longer, contact the procurement team on Procurement@westminster.ac.uk.

Countries you will be visiting:	
Cities/Regions you intend to visit:	
Primary Purpose of Visit:	(TICK AS APPROPRIATE) Student exchange (Erasmus+) Student exchange (Non Erasmus) Erasmus+ Traineeship Work placement/Internship Summer School Volunteering Field Trip Research Other (please give detail below):

Your Carbon Footprint (carbon calculator at: <http://www.co2balance.com/calculators/flight.php>)

Section 3 - Booking your trip

You are advised to check your intended airlines safety record before making any bookings. A list of airlines that are banned from the EU airspace only can be found at http://ec.europa.eu/transport/modes/air/safety/air-ban/index_en.htm.

The University has 2 travel management agencies, which you are welcome to use for booking your trip if you so wish. Their contact details are as follows:

Key Travel – 0845 122 0106

Ian Allan – 0845 872 6037

Is this trip being funded by your department or by yourself?

By my faculty/department
By myself/parents/guardians
Both myself and the University
Other

Section 4 - Acknowledgement

By submitting this form, you acknowledge and confirm the following:

1	You have approval from the Outward Mobility Team to travel (if you are an undergraduate student)
2	To the best of your knowledge and that of your GP or medical professional, you are fit to travel
3	You have checked the FCO website (www.fco.gov.uk/en/travelling-and-living-overseas/travel-advice-by-country), and identified that it is safe to travel. Note: If the FCO advises against all travel, you will be required gain authorisation from your Dean, SHW team and the University Insurers in advance of your trip
4	You have carried out a risk assessment/received ethics approval and checked the Red 24 security advice (https://red24.com/ace/ , Password 7797) and identified that it is safe to travel. Note: If Red 24 indicates a high security risk then you should inform your approver
5	You have left a photocopy of your passport, relevant visa page and emergency contact details with the Outward Mobility Team
6	You have checked all vaccinations and medication requirements for the trip and will ensure that you obtain these and any relevant health certification before travelling (http://www.fitfortravel.scot.nhs.uk/home.aspx)

RECOMMENDED BUT OPTIONAL: Register with FCO LOCATE at www.locate.fco.gov.uk/locateportal/

IMPORTANT NOTE: Upon submission, electronic copies of this form will be emailed to the traveller and the person authorising the trip. It is your responsibility to ensure that the authoriser (your tutor) agrees to the trip proposal and that this authorisation is sent to Balraj Singh, Procurement. Please note that this request will form the basis of your University Insurance Cover. You **MUST** contact him directly (on ext 66232 email: b.singh@westminster.ac.uk) if the details of the trip change.