International Travel Advice Summary Sheet

Introduction
1. UAL staff travel all over the world for many different reasons. Some are seasoned travellers with an in-depth knowledge of a country or region whilst others may only travel very occasionally and have limited knowledge of the area they are visiting, the customs and laws, financial and health arrangements etc.
2. There are numerous sources of travel advice, it would be impossible to cover everything and this document does not attempt to do so. What it does do is bring together information about the resources available to UAL staff and other sources of information that should be useful.

Summary
3. If you are travelling for UAL on business then it is important that you:
   - Plan well, use the resources listed below to find out about the support provided by UAL.
   - Take responsibility for making sure you are informed about the area you are travelling to, the customs, laws, entry requirements and other essential details that might cause problems and delays.
   - Know what the arrangements are if you lose your passport, credit cards or other essential details and documentation.
4. This might seem like an obvious list but it is surprising how many people do not make some, or all of these basic arrangements, before they travel.

Examples of information about countries UAL staff travel to regularly that might surprise you

- In China, if you are over 16 you must carry your passport with you at all times. The police carry out random searches; failure to produce your passport can lead to a fine or imprisonment. The requirement to carry identification is common to a lot of countries, including South Korea and Japan, both countries regularly visited by UAL staff and students.

- In South Korea the penalties for possession, use and trafficking of illegal drugs can result in long jail sentences and heavy fines, this applies to personal use of even small amounts of marijuana, the same is true in Japan and the UAE. In both South Korea and Japan British nationals have been detained solely on the basis of a drugs test, in Japan people have been arrested and detained as a result of a positive blood test carried out by Police on customers in bars.

- Many countries require travellers to have an International Certificate of Vaccination or Prophylaxis (ICVP) to prove they have been vaccinated against Yellow Fever before they are allowed entry, in some countries this includes transit passengers in airports travelling from high risk areas.

- It is illegal to take pork products into the UAE and some drugs that are available over the counter or on prescription in the UK are illegal in UAE and other countries. It is always best to check before going and if necessary ask your GP to provide proof that you require medication.

- Although available in Iceland and Japan, the importation of whale meat into the UK is illegal under the Convention on International Trade in Endangered Species (CITES) resulting in seizure of the goods and possibly a fine of up to £5000 and a custodial sentence. Other controlled species include turtles and snowdrops.
Where do I find out about these things?

Happily UAL provides staff and students with good support services and there are many other reliable ways of finding information about your travel destination and travelling safely.

Support available from the University

Travel Management

5. The University uses Key Travel to organise and book trips for staff and students. They offer a wide range of support including:
   - **Check my trip**: an online facility to check your itinerary and travel details from anywhere in the world.
   - **24 hour emergency phone line**: available for all staff travelling outside the UK.
   - **KT Alert Service**: a system using your mobile phone to send personalised alarm messages to a pre-arranged individual or group of people to either provide reassurance that you are okay or ask for help.
   - **Travel Risk Intelligence System (TRIS)**: providing accurate up-to-date information tailored to the travel itineraries of UAL staff.

6. For more details visit their website or contact the procurement department at the University.

Insurance

7. The University has a comprehensive travel insurance policy for all staff and students travelling in the UK and overseas on University business. Details of the Policy can be found on the UAL Finance intranet pages and the UMAL website.

8. **Important to remember**:
   - Take an up to date copy of the ‘Travel Insurance Summary sheet’ with you. This has the 24 hour emergency assistance number and information about the cover provided and can be found on the insurance section of the Finance web pages.
   - The Policy provides medical cover but if you do not follow the correct procedures you may be unable to claim back expenses incurred.
   - The insurance covers staff and students when on University business. If you arrange to take annual leave as part of your trip this portion will not be covered.
   - As with all insurance there are exemptions. It is important to check these out before travelling.

Other sources of advice

The Foreign and Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk))

9. The FCO website provides general advice about travelling safely and a summary for each country and current advice and information under the following headings:
   - Safety and security
   - Entry requirements
   - Money
   - Terrorism
   - Health
   - Local laws and customs
   - Natural disasters

10. The FCO have Twitter and Google+ accounts and will provide email alerts if you register.

National Travel Health Network and Centre ([www.nathnac.org](http://www.nathnac.org))

11. Providing country specific health advice including general precautions and specific risks. Explains the symptoms and treatments of diseases and illnesses you might encounter on your travels.

NHS Choices ([www.nhs.uk](http://www.nhs.uk))

12. Provides general information about healthcare abroad and specific country and disease guides. There is also information about the reciprocal arrangements between the UK and other countries for the provision of health care both inside and outside the European Economic Area. For example, in Australia a UK resident can access public hospital treatment for free, including renal dialysis. There are, of course, conditions attached so check before you go. Generally these agreements cover UK nationals who live in the UK but non-UK nationals may still have some cover.