

## OVERSEAS TRAVEL INSURANCE APPROVAL CHECKLIST

This form is to be completed by the travelling staff member or student travelling on University approved activities

<b>Name</b>		Select: Staff/Student
<b>Faculty/Office</b>		
<b>Dates</b>	Departure Date:	Return Date:
<b>Student exchange official semester dates or placement/internship official dates</b>		
<b>Percentage of private travel (limit 40%)</b>		
<b>Destination(s)- include all <u>countries</u> and <u>regions</u></b>		
<b>Destination stopovers</b>		
<b>Traveller must select highest DFAT advice level <a href="http://www.smartraveller.gov.au">www.smartraveller.gov.au</a></b>	1. <span style="background-color: #d9ead3;">Exercise Normal Safety Precautions</span> 3. <span style="background-color: #d9ead3;">Reconsider Your need to Travel</span> 2. <span style="background-color: #d9ead3;">Exercise a High Degree of Caution</span> 4. <span style="background-color: #d9ead3;">Do Not Travel</span>	
<b>Reason for travel – e.g. conference, research, exchange, clinical placement or internship</b>		
<b>Overseas contact details – phone/email</b>		

CHECKLIST		Yes	No	N/A
<b>1</b>	I have registered my travel with Smartraveller - All staff and students are required to register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	I have read DFAT country briefings and have taken all reasonable precautions to ensure my safety and security while travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	If the DFAT rating increases to 3 or 4, I will notify the approving officer prior to commencing trip (Requirements for DFAT 3 travel are noted on the next page. The University does not permit travel to a DFAT 4 area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	I have provided my itinerary and overseas contact details to my Faculty/Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	I have read the coverage provided on travel insurance, entitled 'Corporate Travel Insurance Summary Addendum'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	I have read the Bond University 'Travel Guidelines for University Approved Travel'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	I have checked with a health professional or researched for information on compulsory vaccinations or other precautions to take, such as overseas laws on travelling with medicines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	I have received the compulsory vaccinations and medication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	I have considered my medical and fitness level, and I believe that I am fit to travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	I have a pre-existing medical condition which I have been cleared as fit to travel by a medical practitioner - If you have selected 'YES', please provide your Doctor's Certificate for the Insurer's records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Will you be travelling to any of the following countries: Afghanistan, Chad, Chechnya, Cote d'Ivoire (Ivory Coast), Democratic Republic of Congo, Iraq, Israel, Somalia or Sudan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	As a study abroad/exchange student, have you attached a copy of the academic calendar/semester dates from your host institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13</b>	Will you be an enrolled student for the duration of your journey, including private incidental travel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Signature</b>		<b>Date</b>	
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<b>FACULTY/OFFICE APPROVAL: (to be completed by the staff member who authorised your travel)</b>			
<b>Name</b>		<b>Position Title</b>	
<b>Signature</b>		<b>Date</b>	

## IMPORTANT INFORMATION

BOND UNIVERSITY BUSINESS/CORPORATE TRAVEL INSURANCE	
<b>STAFF</b>	Bond University's business travel insurance is designed for Bond University staff members who are travelling on approved University business.
<b>STUDENTS</b>	Bond University's business travel insurance is designed for Bond University students who are travelling on approved University activities which are part of their degree program e.g. overseas clinical placements, internships or work experience.

PRIVATE TRAVEL	
<b>STAFF</b>	There is a limit of 40% incidental private travel. For staff whose private travel portion of the journey will exceed 40%; or for those who wish to arrange cover for others (such as partners, children, etc.), you may arrange travel insurance with Chubb Insurance via the following link: <a href="https://uni.chubbtravelinsurance.com/en/?brokerCode=bu">https://uni.chubbtravelinsurance.com/en/?brokerCode=bu</a>
<b>STUDENTS</b>	Cover is extended to 7 days for associated leisure/private travel taken either side of an authorised business trip; plus any private travel during the business trip. Private travel must not exceed 40% of the trip. For any private travel portion of the journey that will exceed 40% or any travel beyond the 7 days either side of an authorised trip; you may arrange travel insurance with Chubb Insurance via the following link: <a href="https://uni.chubbtravelinsurance.com/en/?brokerCode=bu">https://uni.chubbtravelinsurance.com/en/?brokerCode=bu</a>

RELEVANT APPROVALS FOR INTERNATIONAL TRAVEL:		
DFAT TRAVEL ADVICE	APPROVING OFFICER	DOCUMENTS REQUIRED
<ol style="list-style-type: none"> <li>Exercise Normal Safety Precautions</li> <li>Exercise a High Degree of Caution</li> </ol>	<b>Authorised Staff Personnel or Exec Dean/Exec Director</b>	<ul style="list-style-type: none"> <li>Faculty/Office Travel Authorisation (Forms to be obtained from Faculty/Office)</li> <li>Overseas Travel Insurance Approval Checklist (Form to be obtained from Manager Insurance &amp; Risk)</li> </ul>
<ol style="list-style-type: none"> <li>Reconsider Your Need to Travel</li> </ol>	<b>VC/VPO (Staff) Exec Dean (Students)</b>	<ul style="list-style-type: none"> <li>Faculty/Office Travel Authorisation (Forms to be obtained from Faculty/Office)</li> <li>Overseas Travel Insurance Approval Checklist (Form to be obtained from Manager Insurance &amp; Risk)</li> <li>Overseas Travel Risk Assessment (Form to be obtained from Manager Insurance &amp; Risk)</li> </ul>
<ol style="list-style-type: none"> <li>Do Not Travel</li> </ol>	<b>Not Permitted</b>	

TO COMPLETE THE PROCESS	
<b>1</b>	The original completed form is to be retained by your Faculty/Office as a record of ensuring staff / students have taken reasonable precautions prior to travel.
<b>2</b>	A copy of the form can be emailed or sent to the Manager – Insurance & Risk at <a href="mailto:mprice@bond.edu.au">mprice@bond.edu.au</a> a minimum of one week prior to departure. The Manager - Insurance & Risk will assess for insurance approval and provide you with an email confirmation of cover and emergency contact details.

Bond University ('BU') may collect personal information about you, including the information on this form. BU collects this information for the purpose of facilitating BU's internal business operations, including the fulfilment of any legal requirements. BU may disclose personal information about you to service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information. If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process your request. You may request access to the personal information we hold about you in accordance with our Privacy Policy, available at [www.bond.edu.au](http://www.bond.edu.au).