

## UNIVERSITY TRAVELLER DECLARATION INTERNATIONAL TRAVEL INSURANCE APPROVAL CHECKLIST

- ➔ This form is to be completed by the University staff member or student travelling on Bond University approved activities.
- ➔ This form applies to all University travel to or between countries outside of Australia by University travellers based in Australia and overseas.

<b>Name of Traveller:</b>			
<b>Status:</b>	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	Currently Enrolled <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Faculty/Office:</b>			<b>Manager/Supervisor:</b>
<b>Travel Dates: (Including total nights away)</b>	Departure Date:		Return Date:
<b>Private Days (limit 40%) Total Number of Days:</b>			
<b>Purpose of Travel Select One primary Reason for Travel:</b>	<input type="checkbox"/> Conference/Seminar/Meeting <input type="checkbox"/> Teaching <input type="checkbox"/> External Engagement <input type="checkbox"/> Research <input type="checkbox"/> Study/Exchange/Placement <input type="checkbox"/> Other: _____		
<b>Country Destination(s) To and From Including Transits:</b>			
<b>Travel Advisory – Risk Ratings <a href="http://www.smartraveller.gov.au">www.smartraveller.gov.au</a></b>	<input type="checkbox"/> DFAT Rating 1 <b>Exercise Normal Safety Precautions</b> <input type="checkbox"/> DFAT Rating 3 <b>Reconsider Your need to Travel</b> <input type="checkbox"/> DFAT Rating 2 <b>Exercise a High Degree of Caution</b> <input type="checkbox"/> DFAT Rating 4 <b>Do Not Travel</b>		
<b>DFAT Level 3 Requires a Risk Assessment DFAT Level 4 – Travel is Not Permitted</b>	Staff: Risk Assessment Completed and Signed by VC/VPO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Remote or Rural Location*</b>	Students: Risk Assessment Completed and Signed by Exec Dean	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>COVID-19 Vaccination Status At Time of Travel:</b>	Fully Vaccinated <input type="checkbox"/> YES <input type="checkbox"/> NO		
<b>Student Exchange (Currently Enrolled Students):</b>	Copy of official letter of acceptance confirming academic dates:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Copy of COVID-19 insurance Certificate of Insurance:	<input type="checkbox"/> YES <input type="checkbox"/> NO	

### TRAVELLER DECLARATION

#### I confirm I have:

1. Considered all other options to undertake my business in a safer environment and determined that this proposed travel is the only viable means to undertake Bond University business or achieve objectives.
2. Reviewed the DFAT [Smartraveller](http://www.smartraveller.gov.au) advice or local government travel advice for offshore travellers.
3. Considered all material risks and have controls in place to manage those risks, including a valid passport, visa, visa entry restrictions and any mandatory self-isolation and vaccination requirements.
4. Considered the medical facilities that may be available in the country of travel.
5. Been fully vaccinated against COVID-19 prior to undertaking travel.
6. Ensured I have available funds to pay for this travel and all associated costs, including costs not covered by Bond University's travel insurance.
7. Read the Bond University travel insurance documentation (requested from the Manager Insurance & Risk).
8. Understood the COVID-19 restrictions and exclusions - There is no travel insurance for COVID-19 related changes, cancellations, loss of deposits, travel delays, additional costs to stay in the country, quarantine, COVID-19 tests, border closures, Government advice or instructions to go home, and cover may not be available for medial and medical evacuation expenses in some circumstances.
9. Assessed the risks associated with this travel and will take all reasonable precautions to ensure my health, safety, welfare and security.
10. Completed all relevant risk assessment forms for my travel, where all foreseeable hazards have been identified and appropriate controls introduced to eliminate or reduce the risk to an acceptable level.
11. Understood that Bond University will not be responsible or liable for managing any issues relating to or arising from private travel (including accompanying non-Bond University travellers) undertaken in conjunction with any University approved travel.
12. Updated emergency contact details and provided my itinerary with my Faculty/Office.
13. Become familiar with the area in question or have taken steps to ensure I will be familiar with the location before commencing the activity and have reviewed DFAT medical advice, including vaccination requirements for the countries I intend to travel to, and consulted the Bond University Medical Clinic or my own GP regarding my vaccination and other medical requirements.
14. Considered my medical and fitness level and believe that I am fit to travel.
15. Understood there are travel insurance exclusions relating to pre-existing medical conditions. If applicable, I have been cleared as 'fit to travel' by a medical practitioner for my pre-existing medical condition.

#### I undertake to:

1. Book all business travel departing Australia through Bond University's preferred travel supplier FCM Travel Solutions, where possible.
2. Carry the Travel Insurance Chubb Assistance 24/7 contact number +61 2 8907 5995 Policy Number 04PP007659 on me whilst travelling and will contact them in the event of any medical or security issue, encountered whilst travelling.
3. Follow all DFAT [Smartraveller](http://www.smartraveller.gov.au) or local government travel advice and requirements.
4. Provide all updated travel plans with my Faculty/Office before travel and during travel. If the DFAT [Smartraveller](http://www.smartraveller.gov.au) advice level changes to 3 before departure, I will complete a Risk Assessment form (Travel to DFAT [Smartraveller](http://www.smartraveller.gov.au) advice level 4 is not permitted).

<b>Traveller Signature</b>	Name:	Signature:	Date:
<b>Faculty/Office Approver</b>	Name:	Signature:	Date:
<b>UMC Manager Approval</b>	Name:	Signature:	Date:

**IMPORTANT INFORMATION**  
**COVID-19 RESTRICTIONS & EXCLUSIONS**

The University's Corporate Travel insurance policy currently restricts or excludes coverage with respect to COVID-19 in certain circumstances, including but not limited to:

- ➔ No cover applies for any travel where a **DFAT Level 4 (DO NOT TRAVEL)** warning is in place.
- ➔ No cover applies for costs incurred in relation to any **Cancellation, Curtailment, Loss of Deposits or Disruption costs** which are incurred as a result of COVID-19 as this is considered to be a "foreseeable" loss and the insurance policy only responds to "unforeseen" events.
- ➔ No cover applies for any additional costs incurred for an **extended stay** in an overseas jurisdiction due to contracting COVID-19 or being a close contact.
- ➔ No cover applies for any costs associated with Covered Persons having to **quarantine** (mandatory or otherwise) due to COVID-19 whether such quarantine was expected or not.
- ➔ No cover applies for the cost of any **COVID-19 tests** which the Covered Person is required to take.
- ➔ No cover applies for any costs associated with travel that is delayed, disrupted, cancelled or otherwise impacted as a result of COVID-19 or any **border closures**, Government regulations or similar.
- ➔ No cover for any costs incurred in respect of **Government advice** or **instruction to return home**.

In addition to the above, further restrictions may apply as per the policy terms and conditions.

BOND UNIVERSITY BUSINESS/CORPORATE TRAVEL INSURANCE	
<b>STAFF</b>	Bond University's business travel insurance is designed for Bond University staff members travelling on approved University business.
<b>STUDENTS</b>	Bond University's business travel insurance is designed for Bond University students travelling on approved University activities that 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/bond">https://uni.chubbtravelinsurance.com/bond</a>
<b>STUDENTS</b>	The cover is extended to 5 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 entire trip. For any private travel portion of the journey that will exceed 40% or any travel beyond the 5 days on either side of an authorised trip; you may arrange travel insurance with Chubb Insurance via the following link: <a href="https://uni.chubbtravelinsurance.com/bond">https://uni.chubbtravelinsurance.com/bond</a>

RELEVANT APPROVALS FOR INTERNATIONAL TRAVEL:		
DFAT TRAVEL ADVICE LEVEL	APPROVING OFFICER	DOCUMENTS REQUIRED
1. <b>Exercise Normal Safety Precautions</b> 2. <b>Exercise a High Degree of Caution</b>	<b>Authorised Staff Personnel or Exec Dean/Exec Director</b>	<ul style="list-style-type: none"> <li>• Faculty/Office Travel Authorisation (Request Form from Faculty/Office)</li> <li>• International Travel Insurance Approval Checklist (Request Form from Manager Insurance &amp; Risk)</li> </ul>
3. <b>Reconsider Your Need to Travel</b>	<b>VC/VPO (Staff) Exec Dean (Students)</b>	<ul style="list-style-type: none"> <li>• Faculty/Office Travel Authorisation (Request Form from Faculty/Office)</li> <li>• International Travel Insurance Approval Checklist (Request Form from Manager Insurance &amp; Risk)</li> <li>• International Travel Risk Assessment (Request Form from Manager Insurance &amp; Risk)</li> </ul> <p>Submit the completed form to your Supervisor / Manager for review and approval. Once approved by the Supervisor/Manager, the form will need approval from the VC/VPO (Staff) and Exec Dean (Students) Final copy to be provided to Manager Insurance &amp; Risk</p>
4. <b>Do Not Travel</b>	<b>Not Permitted</b>	

RURAL OR REMOTE LOCATION *
Where the quality of the medical facilities is limited, serious injuries or more complicated medical cases may require evacuation to another medical facility or country with more extensive medical infrastructure, which can be extremely expensive. Treatment is some distance to a major hospital or clinic with more developed medical infrastructure that meets Western standards. Remote areas may also have poor communication infrastructure that is not reliable and broadly available. Rescue capabilities are limited due to long distances between populated areas.

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 before 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 two weeks before departure. Original forms are to be kept within the Faculty/Office. The Manager - Insurance & Risk will assess for insurance approval and provide you with an email confirming travel insurance cover and a summary.