

Travelling Overseas with University Equipment

Taking Equipment Abroad (Outside the UK)

- Requests to take equipment overseas also requires authorisation from a tutor.
- Before making a request, please check that the equipment is available on SiSo.
- Staff and students wishing to travel overseas on university business are required to register for travel insurance, available from the university. This is mandatory.
- Staff and students are responsible for completing all necessary ethics approval, and risk assessments, linked to their work on location.

Insurance

Staff or students can arrange travel insurance through the University for travel overseas or for an overnight stay in the UK. This applies when the travel is a requirement for the completion of a project or module e.g., shooting must take place in a certain region or country.

The University Business Travel Insurance Policy covers:

- Staff and Research postgraduates travelling on university business.
- All undergraduates on a field trip organised by the University and accompanied by university staff and which is a compulsory part of the students' degree course.
- Taught postgraduates on a field trip or business trip, which is a compulsory part of the course.
- Emeritus Professors where they are employed as Associate Tutors or Research Collaborators and/or using devolved University funds or School funds for travel, with the authorisation of the Head of School.

The insurance does not cover personal or holiday travel, either in the UK or abroad, whether equipment has been borrowed or not.

If your trip is not covered by the University insurance, you may be required to take out private insurance. For further information and to apply, please visit <http://www.sussex.ac.uk/finance/how/expenses/travel-insurance>.

If you do not fulfil the eligibility criteria for travel insurance, the equipment is still covered under the main University policy. Certificate no: UM046/13.

Any claim and subsequent payment made by Insurers would be net of the £500 excess for damage or £1000 for theft.

Overseas Travel Safety and Security Risk Assessment

The [Overseas Travel Safety and Security Risk Assessment form](#) (OTSSRA) is provided to assist you in the planning process for your proposed travel overseas as part of university-related activities. These can be signed by your tutor in the first instance. Where travel is to regions where the British Government has issued [travel warnings](#) additional approval from the head of School is required.

The OTSSRA form helps you identify the steps you need to take to ensure your trip is safe and successful; it also assists the University to comply with legal, ethical, and social obligations in respect of activities associated with the University.

The form (OTSSRA) is a Health and Safety document, owned by the Health and Safety Team. Guidance on completing this form and when a risk assessment for hazardous activities is required can be found on the [Health and Safety Travel guidance webpage](#).

Any questions not covered in the guidance regarding completion of the OTSSRA should be directed to: HealthSafety@sussex.ac.uk but also speak with your tutor.

Who to Contact

If you need more help, you can contact the **Finance Service Desk** by email or phone.

Email: financeservicedesk@sussex.ac.uk. Use your University of Sussex email account and quote your University IT System login username.

Phone: 01273 877172, ext. 7172. Telephone support is available for urgent enquiries from 8.30am to 5pm.

For insurance critical issues, contact the **Insurance Office**:

Email: financeservicedesk@sussex.ac.uk **Phone:** 01273 873934, ext. 3934.