## Accommodation and Travel Checklist

## Essex Abroad and Student Placement students should consult the ‘Choosing Safe Accommodation’ guidance. This checklist is not for Essex Abroad or Student Placement students.

## This checklist is to be used when accommodation/flights are not booked through the University Travel Management Company. In the first instance, the Travel Management Company should be approached for a quote.

## Please answer the following questions and provide additional details where applicable e.g. test/expiry dates. In some instances it may be necessary to contact the landlord to help answer the questions below:

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| **Question** | **Yes / No / NA** |
| Is the trip for University business? (Any activity that is driven or approved by the University that is for their work or studies)  *Comments*: |  |
| If travelling abroad, has a Travel Insurance Application Form (TIAF) been completed?  *Comments*: |  |
| As part of completing a TIAF, has Drum Cussac been consulted to check if the destination or activities are defined as high risk?  *Comments*: |  |
| If the trip is deemed high risk, has the correct process been followed? (Includes completing an Overseas Travel Risk Assessment/Student Risk Assessment Record and having approval from HOD. If unsure if trip is high risk, please consult a responsible person)  *Comments:* |  |
| Has the Covid Risk Assessment been read and understood? (This can be found on the ‘[Overseas Travel page](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel)’ under ‘Covid-19 Overseas Travel)  *Comments*: |  |
| Have insurance responded to confirm that the traveller is insured for their trip? (Please discuss with Insurance or review the Finance Sharepoint if unsure of what is covered. Placement students may wish to discuss with Student Placements)  *Comments*: |  |
| Has the traveller been informed of what expenses would be covered on this trip?  *Comments:* |  |
| Has this been approved through the FDPI Compliance Team via [fincomp@essex.ac.uk](mailto:fincomp@essex.ac.uk)? (Please be aware that use of AirBnB or similar type providers is not permitted without meeting specific requirements)  *Comments*: |  |
| Is the flight carrier ATOL registered? ([ATOL](https://www.caa.co.uk/blogs/what-is-atol/#:~:text=ATOL%20(Air%20Travel%20Organiser%27s%20Licence,your%20holiday%20and%20be%20repatriated.) (Air Travel Organiser's Licence) is a scheme that protects travellers and their money if the travel operator they booked with ceases trading, before, or whilst they're on holiday. This means you will be able to claim your money back or continue your holiday and be repatriated.)  *Comments*: |  |
| Is there public liability insurance or equivalent in place for the accommodation?  *Comments*: |  |
| Will you be staying with family or friends?  *Comments*: |  |
| Does the family or friends accommodation have ‘Home Insurance’ or if staying overseas, that country’s equivalent? (Please be aware if traveller pays family/friends they would not be covered under home insurance as would be commercial transaction)  *Comments*: |  |
| Are you confident the accommodation has the appropriate level of security? For example does it have good quality door and window locks  *Comments*: |  |
| Are you confident the accommodation meets the required fire safety standards? For example are there:   * Smokes detector fitted * Fire blankets in kitchen * Fire extinguishers available * Fire escape route that opens in the direction of travel and goes to a place of safety * Fire escape routes that are clear of obstacles   *Comments*: |  |
| If there is a gas boiler on the premises, has this been professionally serviced and inspected in the last year?  *Comments*: |  |
| Does the accommodation contain a carbon monoxide alarm?  *Comments*: |  |
| If there is a kitchen, is there:   * A cooking appliance * An extractor fan fitted * Hot and cold water * Water supply that is fit to drink   *Comments*: |  |
| Does the property have any balconies, steep stairs or unsecured windows?  *Comments*: |  |
| Have the property’s portable electrical items been safety checked on a routine basis? e.g ‘PAT’ test  *Comments*: |  |
| Has the property’s fixed wiring been tested in line with your National Legislation?  *Comments*: |  |
| To the best of your knowledge, is there any asbestos in the property that poses a risk to occupiers?  *Comments*: |  |
| Does the property have telephone access (landline or good mobile service cover)?  *Comments*: |  |
| Does the property have local access to emergency services/medical assistance?  *Comments*: |  |
| Additional comments: |  |

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| **Name of traveller:** |
| **Signed (By signing I agree the information provided is accurate):** |
| **Date:** |
| **Name of** |
| **Name of responsible staff:** |
| **Signed (By signing I approve the traveller’s accommodation and/or transport):** |
| **Date:** |