

University international travel alert to supervisors approving travel

New requirements of supervisors approving travel to countries in the Middle East region¹ with DFAT official travel advice levels 2, 3 and 4

Change to high-risk destinations for University travel approval

All University approved travel to high-risk destinations requires escalation to and approval of the Dean (for staff) or the Academic Registrar (for students). High-risk destinations include DFAT levels 3 and 4 in all regions.

The University has determined to also include DFAT level 2 countries in the Middle East as high-risk destinations for the purposes of its travel approval and escalations. This follows DFAT recently reviewing its travel advice for people travelling to some countries in the Middle East.

University Requirements relevant to all University (via supervisors) approved travel

All travel requests must continue to be approved in strict accordance with relevant University Policies (refer below). Travel to high-risk destinations should be reviewed cautiously having regard to heightened risks, including recent DFAT advice that can be found [here](#). This advice draws attention to a risk that foreigners, including Australians and those conducting academic research, could be arbitrarily detained or arrested in Iran.

A complete travel itinerary for high-risk destinations must be recorded with the approving supervisor before any travel approval is granted.

The University may require an individual risk assessment to approve travel to specific destinations. Individual risk assessments based on country risk and the traveler's health, personal attributes, circumstances and background are available via the University's subscription to *Healix International*.

A reminder regarding travel logging and booking requirements

Management of travel arranged by a third party – Staff are required to book all University funded travel through UniTravel. If travel is booked by a third party (e.g. travel is externally funded), staff are required to log the details of their trip using the 'Log My Trip' function.

Staff – All international travel by staff on University business must be booked or logged via UniTravel. Further information about travel risk management services is available from: <https://staff.unimelb.edu.au/finance-purchasing-travel/travel/unitravel>

Graduate research students – All University-related international travel by graduate research students must be logged via *Student1* and assistance is available from local graduate research administrators. Specialist travel advisories are available from the University's subscription to *World Aware* (formerly Red24). Further information is available from: <https://gradresearch.unimelb.edu.au/being-a-candidate/travel-conferences-fieldwork>

¹ Middle East region as defined by DFAT includes (as at 14.10.18); Bahrain, Iran, Iraq, Israel, the Gaza Strip and the West Bank, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Syria, United Arab Emirates and Yemen.

Coursework students (undergraduate and postgraduate) – All University-related international travel by coursework students must be applied for and logged via Melbourne Global Mobility. Specialist travel advisories are available from the University's subscription to *World Aware* (formerly Red24). Further information is available from:

<http://unimelb.mobilityscholarship.com/Account/LogOn?ReturnUrl=%2fStaff%2fEdit%2f48>

Relevant University policies

Employee Travel Policy (MPF1300) and Student Travel and Transport Policy (MPF1209) (policies)

The policies refer to high-risk destinations (levels 3 and 4 everywhere and now level 2 in the Middle East) and set out the procedures and risk assessment processes that must be followed to obtain approval to travel to high-risk destinations.

Staff and students are reminded to follow the relevant policy and ensure that for all travel:

- Required travel documents (including visas) are valid and up-to-date
- DFAT and other country official advices are carefully considered, including risk factors and characteristics identified that may apply to individual travelers
- Prior to making any commitment to travel, they have communicated with their supervisors about their intention to travel and obtained relevant approvals and insurances as per relevant policy.

DFAT travel advisories

All official travel advisories are regularly updated, and travelers should be advised to check DFAT [Smart Traveller](#) and other advisories prior to booking and travel.

DFAT issues four levels of official travel advice:

Level 1 – Exercise normal precautions

Level 2 – Exercise high degree of caution

Level 3 – Reconsider need for travel

Level 4 – Do not travel.

As at 19/11/18, official travel advice for the Middle East region:

Level 2 – 'Exercise high degree of caution' applies to Bahrain, Iran, Israel, the Gaza Strip and the West Bank, Jordan, Kuwait, Lebanon

Level 3 – 'Reconsider your need to travel' applies to Saudi Arabia

Level 4 – 'Do Not Travel' applies to Iraq, Syria, Yemen.

Countries may be classified as level 1 or 2 but within the country there may be specific areas that are a higher level, for example Israel is DFAT level 2, but specific regions are classified as level 4.

Approval

Paul Duldig, Head of University Services

19th November 2018