

## TRAVEL DESTINATION RISK ASSESSMENT FORM

This form is to be completed for international travel to DFAT Advice Level 3 (*Reconsider your Need to Travel*) or Level 4 (*Do not Travel*) rated destinations, or where UWA has issued a Travel Alert rated as a Major or Extreme Risk.

Submit the completed form to your supervisor for review and endorsement. Then attach this form to your Concur travel request for approval in accordance with the [Travel Approval Matrix](#) and Travel Policy (UP23/8).

Traveller's Name:			
School / Directorate:			
Description and Purpose of Travel (Include names of all travellers, destinations, purpose for travel):			
Confirm DFAT Rating from <a href="http://www.smartraveller.gov.au">www.smartraveller.gov.au</a> :			
Destination 1:	Level 3:	Level 4:	
Destination 2:	Level 3:	Level 4:	
If travelling to a destination rated Level 4 by DFAT, contact the UWA insurance broker at <a href="mailto:uwainsuranceteam@aon.com">uwainsuranceteam@aon.com</a> to verify if travel insurance coverage is available. Record the response in the fields below. Otherwise, tick N/A:			
Destination:	Travel insurance cover available:	Yes      No	Date of confirmation:
Destination:	Travel insurance cover available:	Yes      No	Date of confirmation:
Impact of not undertaking travel:			

Please review the [DFAT travel advice](#) for your destination/s and list the risks that could impact you or the University.

**Risks**

Please provide actions planned to be taken to mitigate the identified risks.

**Mitigations**

**Traveller sign-off**

Traveller Name

Traveller signature

**Endorsed by**

Supervisor Name

Supervisor signature

Date:

**Further Risk Advice:**

UWA Risk

[risk@uwa.edu.au](mailto:risk@uwa.edu.au)

UWA Safety

[safety@uwa.edu.au](mailto:safety@uwa.edu.au)

<https://www.uwa.edu.au/about-us/location-and-campuses/campus-services/safety/off-campus-activities/travel>

Travel Insurance

[uwainsuranceteam@aon.com](mailto:uwainsuranceteam@aon.com);

<https://www.spp.uwa.edu.au/riskandlegal/insurance/travel>

Emergency Assistance (Healix)

<https://www.uwa.edu.au/about-us/location-and-campuses/campus-services/safety/off-campus-activities/travel/emergency-medical-and-travel-assistance>

Cybersecurity Training

[Guidelines for travelling abroad with electronic devices](#)

[Interactive Travel cyber security training](#)