

Residential Schools Travel Policy

The Residential Schools Team (RST) will book travel for staff employed to work at the Residential Schools. These bookings will be made via Click Travel. To request your travel arrangements for your School, please use the webform <http://www3.open.ac.uk/forms/residential07/>.

As per the OU's International Travel and Assignment Policy, in exceptional circumstances, and with the prior approval of the Head of Unit, other booking methods than Click Travel may be used. Where staff members do not make the bookings via Click Travel the OU reserves the right not to reimburse travel expenses.

Domestic Travel

UK and Republic of Ireland (ROI) Travel (no overnight stay or domestic flights booked)

For business travel journeys made within the UK and ROI where there is no flight or overnight stay booked, the OU has a blanket insurance policy providing benefits in the event of serious injuries to members of staff whilst on University business. Travellers using their own vehicles to travel to and from Residential Schools will need to ensure they have a valid business insurance policy.

For further information please read: <http://intranet6.open.ac.uk/finance/main/insurance>

UK and ROI Travel (overnight stay or domestic flights booked)

Where the journey within the UK or ROI is made and an overnight stay or flights are booked the OU's business insurance covers medical expenses, cancellations/delays, personal baggage and money.

For further information please read: <http://intranet6.open.ac.uk/finance/main/insurance>

Overseas Travel (outside of the UK and Republic of Ireland)

Where the journey is booked through Click Travel the trip is automatically logged with the Anvil Group's travel assist programme. The travel assist programme comprises two elements:

1. Travel Risk Intelligence Service (TRIS)
2. Employer Travel Monitoring System (ETMS)

1. Travel Risk Intelligence Service (TRIS)

The OU works with the Anvil Group to ensure that employees travelling outside the UK and Republic of Ireland (ROI) are provided with important information such as guidance on medical advice and security arrangements about their travel destination ahead of their trip. TRIS monitors emerging threats and live incidents in real-time on a global scale which could impact on the health, safety or security of our employees on international travel. Travellers are able to subscribe to TRIS and receive alerts when relevant incidents are identified preventing the need for travellers to constantly check published information from numerous websites and feeds.

Any OU staff member with an open.ac.uk email address can access the TRIS system (found here: <https://theopenuniversity2.anvilgroup.com/Portal/Home/membership>).

How to access TRIS: Please enter your email address and click 'sign in'. You will receive an email with a link to click on which, once clicked on, will take you back to the same login screen. Enter your email address again and you should have access to the system.

Please note: You may access TRIS regardless of how your travel is booked.

2. **Employer Travel Monitoring System (ETMS)**

The Anvil Group provides a dedicated OU global 24/7 assistance helpline for employees travelling outside the UK and ROI. The ETMS offers the ability to react to major incidents by immediately identifying potentially affected employees. ETMS enables the OU to contact individuals to ensure their safety and offer support or contact others who are due to travel to an affected area. ETMS stores vital traveller information including a full travel itinerary, as long as this information has been provided by the OU Booker. As soon as a travel booking is registered with ETMS the traveller will automatically receive a travel brief containing important security, medical, and cultural information about their destination.

Please note:

- a) If undertaking international travel, it is important that travellers provide an email address and mobile telephone number so that personal contact details can be added to ETMS.
- b) If travellers are booking international travel via methods other than through Click Travel then the itinerary details need to be entered manually by the Residential Schools Team (RST) onto the ETMS to ensure that the same coverage is provided to the employee. Full details of the international travel should be sent to ss-rs-team@open.ac.uk as soon as the travel booking is confirmed.

For more information on business travel insurance, please read:

<http://intranet6.open.ac.uk/staff/business-travel-insurance/>

Adding personal time to a trip made for Residential Schools' purposes

Should staff wish to add personal travel time either before, after or either side of their Residential Schools approved trip they should first seek approval from their Head of Unit (within the Faculty or Unit) to do so. As per the OU's International Travel and Assignment Policy these arrangements should be in exceptional circumstances only. The number of days that would be permitted is at the Head of Unit's discretion.

Please note: As per the information on [Business Travel Insurance Cover](#), regular activities over a weekend or 'incidental leave days' during a business trip (e.g. a couple of days) are covered - these would typically include dining out, shopping and sightseeing etc. However, if specific holiday time is added to a business trip, or any hazardous activities are planned, the OU Business Travel Insurance would not cover the traveller. In this case, the traveller would need to make their own insurance arrangements.

Any traveller wishing to add on personal travel which would alter the travel plans that would ordinarily be made by the RST will now be required to book their own arrangements. Once the authorisation has been given, please liaise with the RST as soon as possible to ascertain the value to which your travel costs would be reimbursed. The RST will obtain a quote through Click Travel for the most economical route to and from the Residential School which gets the staff member to the venue in time for their duties. If the School is overseas this would mean the day before the school starts. For UK Schools it would mean to arrive on the morning of the start of the School unless the journey would mean starting travel prior to 6 am to arrive in time for the start of the duties.

It is to the value of the quote through Click Travel that the OU will reimburse the travel expenses or the actual travel costs incurred by the individual, whichever is smallest. The traveller is required to submit receipts to evidence the actual costs incurred. If the traveller does not submit evidence of the cost of their travel the OU reserves the right not to reimburse travel expenses.

Colleagues employed to work at the Residential School without a substantive OU contract should contact the RST in the first instance if they would like to request adding personal time to travel arrangements for a School.

Where personal leave is added either before, after or either side of the Residential School it is recommended that you take out personal travel insurance.

Base from which travel arrangements will be made/reimbursed

It is assumed by the RST that staff travelling to work at Residential Schools will do so from their home address. However, it is recognised that on occasion this may not be the case if the Head of Unit confirms that the employee has been required to work elsewhere which changes their base location in this instance.

For colleagues without a substantive contract with the OU, travel will be arranged by the RST from your home address. Should there be exceptional circumstances where this is not feasible, please contact the RST in the first instance to discuss.

Specifying a preference for airlines or certain arrangements

As per the OU's Travel and Subsistence Policy, staff are expected to use the most economical means of transport, having regard to the overall cost to the OU and staff member in both time and money. Preferences for airline, hotel, or car hire will not be allowed to influence the choice of travel options.

Cost Efficiency

Travellers needing to book travel either within the UK and ROI or international should contact the Residential Schools Team as soon as their contract has been issued in order for travel arrangements to be made with sufficient notice. This allows the OU to avail of cheaper travel fares which are normally available the further in advance they are booked. This principle applies whether the traveller is booking their arrangements through the Residential Schools Team or directly.

This proposed policy sits alongside, but does not supersede the following:

OU's International Travel and Assignment Policy: <http://intranet6.open.ac.uk/human-resources/sites/intranet6.open.ac.uk.human-resources/files/files/ecms/policies-and-procedures/t/travel-and-subsistence/International-Travel-and-Assignment-Policy-HRP062.pdf>

OU Business Travel Insurance arrangements information:

<http://intranet6.open.ac.uk/staff/business-travel-insurance/sites/intranet6.open.ac.uk.staff.business-travel-insurance/files/files/ecms/web-content/Travel-Insurance-Summary-2017.pdf>)

OU Travel and Subsistence Policy: <http://intranet6.open.ac.uk/human-resources/sites/intranet6.open.ac.uk.human-resources/files/files/ecms/policies-and-procedures/t/travel-and-subsistence/Travel-and-Subsistence-Policy-HRP044.pdf>