

# Overseas Visits: Procedure Guide

APPROVED BY (Insert Board or Committee) ON (insert date)

Applies to:	
Harrogate College	x
Keighley College	x
Leeds City College	x
Leeds Conservatoire	

## Contents

1. Participants: Staff & Students .....	4
2. Travel.....	4
3. Subsistence .....	4
4. Insurance.....	6
5. Emergency procedures.....	6
6. Reports .....	7
7. Mobile Phones .....	7
8. Dissemination .....	7

This guide is to be read prior to staff organising any overseas visits.

Leeds City College overseas visits are approved by the Head of Work Experience, Careers & Progression (CWP) who can answer any initial questions about this Procedure.

Contact: Georgina Yates, HOD Careers, Work Experience & Progression (HOD of CWP) Email: [gina.yates@leedscitycollege.ac.uk](mailto:gina.yates@leedscitycollege.ac.uk)  
Telephone: 0113 235 4681

Visit Authorisation: No visit expenditure will be approved until an Overseas Travel Authorisation (OTA) has been authorised; links to relevant OTA form are below:

[ERASMUS+ / TURINGOVERSEAS TRAVEL AUTHORISATION & RISK ASSESSMENT\(21/22\)](#) [OTHER FUNDEDOVERSEAS TRAVEL AUTHORISATION & RISK ASSESSMENT\(21/22\)](#)

The OTA process is co-ordinated by the International team within CWP

The OTA is to be completed by the member of staff responsible for the visit. The form contains the following fields which need to be completed:

- The costs of the visit
- The benefits that will come from the visit
- The names of members of staff who will be travelling
- A risk assessment of the destination country / city

Upon completion of the OTA, the following process should be followed to secure authorisation to undertake the proposed visit:

Participant	Authoriser
Members of staff up to SLT, but not including Group ELT	Line Manager, HOD of CWP Executive Leadership Team (ELT)
Members of Group ELT	Principal Governing Body
Governing Body	Governing Body

The International Team will ensure that the relevant members of staff are notified of the outcome of the OTA process so that they can proceed with making appropriate plans and that details of the visit will be passed to the Senior Leader “on call” who will be the first point of contact in the event of an emergency.

All visit commitments must follow the policies listed below and are available on Sharepoint : [Policies - Home \(sharepoint.com\)](#)

Luminate Financial Regulations and Procedures

**Meet the requirements of the Staff Travel & Expenses Policy and Procedure Each visit must meet the Risk Management Regulations**

## 1. Participants: Staff & Students

Things to consider before planning a visit:

- Ensure that all participants (both staff and students) have valid UK/EU passports and are able to travel to the country you intend visiting.
- Staffing needs: most funding budgets do not pay for staff cover; HR can advise on study leave / CPD criteria.
- Check with the International Office (IO) on any specific eligibility criteria for participants as defined by the funding agency for your visit.
- Covid-19 impact: expense of PCR tests, Isolation costs & contingency if plans need to be changed

## 2. Travel

For visits not funded by the IO, travel should be booked through the Procurement team in Finance. Please consult the Staff Directory for contact numbers

For visits funded by IO project budgets, travel will be booked by the IPO in line with appropriate funding guidelines.

All travel expenditure must be authorised by the appropriate budget holder prior to booking. This is in addition to OTA authorisation.

## 3. Subsistence

Subsistence costs are defined as the day-to-day costs incurred by participants during the course of their overseas visit. Subsistence allowances are intended to cover the costs of accommodation, food and local travel.

For visits not funded by IO, the LCC Staff Travel & Expenses Policy and Procedures should be consulted in liaison with the appropriate budget holder.

For visits funded by IO project budgets, the IPO will advise on the availability of a subsistence allowance according to the project funding within which the visit falls.

Once a subsistence allowance has been agreed, arrangements should be made to pay the money into participant bank accounts by the Financial Accounting team in Finance. Please consult the Staff Directory for contact numbers

All subsistence allowances must be authorised by the appropriate budget holder prior to payment being made. This is in addition to OTA authorisation.

Luminate Group Financial Regulations: The Director of Finance and the relevant budget holder may jointly approve cash advances for projects carried out away from the College where cash expenditure may be unavoidable. Other forms of payment will be expected to be used wherever possible, such as an official purchase order and subsequent payment or a college procurement / credit card.

Receipts of paid invoices will be retained for all sums expended in this way. Upon completion of the project/visit to which the advance relates, within one month a final account must be prepared to demonstrate how the advance was disbursed and any unspent balance repaid. The completed Cash Advance form, receipts and any remaining monies to be submitted to the Finance office. Under no circumstances will a second advance be approved when the final accounting for an earlier advance to project or

individual is outstanding.

Student participants are not required to submit evidence of their expenditure.

## 4. Insurance

As part of the Overseas Travel Authorisation Form (point 4), a Risk Assessment must be completed on the visit.

- For non-IO funded visits contact the LCC Insurance Co-ordinator to discuss visit insurance needs and check that College is currently covered for the location destination.
- For IO funded visits, travel insurance documentation will be issued. Specific guidance for IO funded visits will be provided prior to departure.

Any medical issues that may affect eligibility for insurance cover should be documented on the project visit application forms / highlighted to the visit co-ordinator prior to departure. For IO funded visits, the IPO will notify the LCC Insurance Administrator of any such issues; failure to identify any such concerns may lead to claims being rejected.

## 5. Emergency procedures

For visits not funded by IO see:

For visits funded by IO:

- Passports to be checked to ensure they are current and that the name matches the name booked for travel.
- Where a person holds a passport issued by another country, checks must be made as to any visa requirements for travel to countries other than the UK.
- Copies of Passports are to be kept on file.
- Emergency contacts should be identified, the Curriculum lead for the visit will be the main emergency contact and will have 24-hour access to participants for the duration of the visit
- IPO to inform responsible members of curriculum staff / host partners of mobile telephone numbers of Senior Manager “on call” in case of a major emergency
- Details of the visit to be given to the Senior Manager “on call”. A copy will be held by the IPO. The following information to be included:
  - Full list of all participants
  - Full list of parents/guardians addresses and contact telephone numbers. Where parents/guardians will be away from home during the visit, or where there is no home telephone, alternative emergency contact arrangements must be made.
  - Copies of the student application form / Personal Health Profile & Emergency Contact Form
  - Participant Mobile phone numbers
  - Visit details - including travel times, contact telephone numbers of hosting organisation

**In the event of an emergency / accident to a participating member of staff / student, the participant / colleague / host supervisor / accompanying member of staff will:**

- Establish the nature and extent of the emergency and take appropriate action to get medical or other help needed.
- Ensure that appropriate group members are made aware of the issue and observe emergency procedures and clarify actions to be taken.
- Contact College via named emergency contacts
- As soon as possible, write down accurately all relevant facts, including witness details

**In the event of a major emergency / accident, the host supervisor / accompanying member of staff will:**

- If the incident is serious, alert the Senior Manager “on call” (contact numbers will be provided via the TPT), who will determine the next steps to be taken i.e. informing the Principal. Once accurate information is established, contact with relatives will be made as soon as possible.
- Advise students not to contact anyone until the designated emergency contact at college has been alerted and briefed with precise details. The reason for this is that misinformation at an early stage can cause anxiety and other difficulties.
- Not release names of those involved or injured participants other than to official sources such as the police and medical services
- Ensure that staff avoid any direct dealings with the media. Media response to a major incident is often immediate. Depending on the location, staff should expect and be prepared for media attention within 30 minutes.

## **6. Reports**

For visits not funded by IO, you should discuss the report requirements with the budget holder / Visit Co-ordinator.

For visits funded by IO, participants will be required to complete and submit a report evaluating the visit; the standard format for these reports will be sent prior & post visit. These reports are a formal requirement of transnational funded projects, any staff or students who do not provide reports, or whose reports are not of a satisfactory standard, may be asked to reimburse the full cost of the visit.

## **7. Mobile Phones**

For visits not funded through IO, please discuss with directorate the availability of a ‘loan phone’.

For visits funded through IO: If you have a college mobile phone, please ensure that it is activated for roaming and for those mobiles that have a dual sim that one is purchased from the subsistence allowance.

## **8. Dissemination**

Overseas visits are unique opportunities for College to show case the college and to learn from other countries. College and external funding agencies, which support these visits, are keen to disseminate the outcomes of overseas visits. Following the visit, the experience, outcomes and impact on the College should be disseminated as widely as

possible. Speak to Marketing for ideas on how to best do this. Please consult the Staff Directory for contact numbers