

International travel guidelines for COVID-19 Normal

Due to COVID-19, all international travel was previously suspended, however, with easing restrictions, this year may present the opportunity for some staff and HDR candidates to travel internationally for University business.

International travel will be permitted where certain conditions are met and is subject to the relevant approval process for staff and HDR candidates.

What type of travel will be considered for approval at present?

- Travel to attend an international conference where a staff member is giving a keynote address or another significant presentation, to an exhibition or performance where the staff member has a prominent role, to an event at which the staff member is being given a significant honour, or to attend a conference which has been included as an outcome or process in an external grant application. For HDR candidates or early career researchers, less prominent roles which still create significant opportunities to share their work to a global audience (e.g. a conference paper) will also be considered.
- Travel to attend an international conference in which a staff member has played a critical organisational role (e.g. is on the organising committee, is an executive member of the organisation hosting the conference).
- Travel to undertake research fieldwork that is time sensitive.
- Travel to access research infrastructure that is unavailable domestically, to advance time critical work.
- Travel to meet with international research collaborators to undertake joint research where such research cannot be conducted online and is time sensitive.
- Travel for a significant student recruitment event/series of events where there is no local representative who can undertake the activity. The number of staff travelling should be kept to a minimum and coordinated through Griffith International to ensure a whole of University approach.
- Travel required to establish or expand key international partnerships with clear strategic outcomes (e.g. dual degrees, significant research collaborations) where such negotiations cannot be progressed online.
- Travel under the auspices of a prestigious scholarship/fellowship, e.g. Fulbright.
- Travel which the staff member can show is connected to significant professional development outcomes for them personally or of reputational/strategic benefit to Griffith, but which do not fall into one of the categories above.

Note: for the purposes of these guidelines, HDR candidates will be treated as equivalent to staff members with respect to travel for research purposes.

While individual student travel is unlikely to be approved unless it is supported under a scheme such as the New Colombo Plan, staff who wish to plan for group travel associated with a course (e.g. a fieldwork trip) should contact their Dean (Learning and Teaching) in the first instance to discuss.

What type of travel will not be approved at present?

- Attendance at an international conference as a participant or someone playing a relatively minor role. It is recognised that in some academic disciplines, poster presentations are relevant and important. At this stage however, approval for international travel on this basis will not be granted. As above, these guidelines will be revisited in two months in recognition of the evolving situation in most circumstances, travel to participate in a roundtable, seminar or workshop unless a strong case can be made for the prestige and significance of the event and the staff member is unable to participate online.
- Travel for field work that can be equally well undertaken in Australia or where the timing can be delayed without adversely impacting the research project.

- Travel to meet with research or other international partners which could be equally well conducted online or where there is no clear research activity or outcome.
- Travel where the primary purpose is the enhancement of alumni relationships or advancement (although such activity can take place alongside other travel approved for other purposes).
- Signing of MOUs or general relationship management with international partners which can be conducted online or is not time sensitive.
- Travel associated with an Academic Studies Program may not receive automatic approval and will need to follow this approval process.

What conditions need to be met?

If your travel falls into one of the categories that are eligible for consideration, you will need to submit an application on the [International Travel Approval Form](#) to the Deputy Vice Chancellor Research (for academic staff) and the Chief Operating Officer (for professional staff) incorporating the appropriate information and approval should not be assumed. If you do not include this information, there are likely to be delays in approval or your application may be rejected. Please make sure that information is up to date and check that it is accurate at the time of submission, noting that rules are changing in many countries on a regular basis and that further checks will be required at the planned time of travel.

The health and safety of our staff and community remain paramount, so approval will require evidence of the following:

- A clear business case for the travel including its significance and why it needs to be undertaken at the proposed point in time (100-150 words).
- Full vaccination and that the vaccine received is approved by the destination country.
- DFAT Smartraveller advice pertaining to the specific destination and any transit points. Approval will not be given for travel to countries with a level 4 rating (Do Not Travel) and only given in exceptional circumstances for countries with a level 3 rating (Reconsider Your Need to Travel).
- Approval from your Head of Element (Head of School, Director or equivalent), supporting the proposed travel and confirming that workloads can be covered in your absence.
- A clear explanation of how and from which funds the costs of travel are to be covered. This includes the cost of testing and any required quarantine or isolation costs while travelling (including an agreement as to who will bear any unexpected costs incurred if you are required to lockdown or quarantine due to a change in restrictions, or if you or a close contact develops COVID). Confirmation from the person with responsibility for the internal budget confirming which of these costs will be covered should be included with your application, together with details as to how any additional costs will be covered (e.g. if you will cover them yourself or they will be covered by an external party).

Please also include:

- An overview of the requirements of each country that you are travelling to, including stop-overs where relevant, detailing:
 - their requirements regarding vaccinations.
 - their requirements regarding quarantine/isolation on entry and quarantine/isolation if exposed to COVID. Please include an explanation of what arrangements are in place if an extended lockdown or illness occurs at the destination or during travel.
 - requirements for testing prior to entry and during your time in a foreign country and Australian government requirements.

Information to help in detailing the requirements of each destination can be found at smartraveller.gov.au, together with other helpful advice. The **International SOS** app has been updated and now includes specific

information regarding the entry requirements for each point in your itinerary, as well as providing updates and advice while traveling.

Further information on the University's insurance program and FAQs, certificates of currency, travel and students insurance can be found [here](#).

You may be asked for additional material depending on the country of travel and reasons for travel.

All approved travel should be booked via the University's travel provider and correct contact details for the duration of the trip from departure to return provided.