

## Updated International travel guidelines for reducing risk in light of COVID-19

The University views travel as an enabler for its teaching, learning, research and engagement activities. It seeks to provide safe and cost-effective options for travel that allow the University to fulfil its legal, tax and employer duty of care obligations.

Travellers' health, safety, and security are important and must be considered before deciding to travel.

International travel will be permitted where certain conditions are met and is subject to the relevant approval process for staff and HDR candidates. We will return to travel support arrangements under the pre-COVID-19 [Travel policy](#).

Staff who are travelling are responsible for undertaking the checks below and ensuring that they have appropriately considered the risks of travel. Supervisors may seek confirmation that the requirements have been met. Due to the complex nature of booking travel since COVID-19, CTM recommend that you call them directly to make your bookings for international travel on 1300 115 846.

Griffith strongly encourages staff to have received **three doses of Covid-19 vaccinations to minimize risk when travelling**, unless they have a medical exemption and the support of their GP. Staff need to be [fully vaccinated](#) (as per advice from the Department of Home Affairs) for International Travel purposes. Staff with a medical exemption should consult their GP and pay careful attention to the travel restrictions of each country that they are travelling to, including stopovers where relevant.

For the purposes of these guidelines, Higher Degree Research (HDR) candidates are considered staff.

In addition to these guidelines and steps outlined below, staff are required to adhere to University's [Travel Policy](#).

### Steps to Take to Limit Your Risks While Travelling Internationally

Please note that rules with respect to COVID-19 are changing in many countries on a regular basis and staff should check the rules both at the time of planning travel and close to the time of travel.

Staff need to consider the requirements of each country that they are travelling to, including stopovers where relevant, including:

- requirements regarding vaccinations (and what evidence is accepted – not all countries recognise Australia's).
- requirements regarding quarantine/isolation on entry and quarantine/isolation if exposed to COVID-19. Please consider what arrangements are in place if an extended lockdown or illness occurs at the destination or during travel as insurance may not cover this.
- 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](https://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 an 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](#).

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.

## Advice for those approving travel

Heads of Element are to familiarise themselves with the University's Travel Policy, these guidelines and the International Travel Approval Form, as they have been updated on the [Travel Intranet Page](#).

In addition to the general requirements in that form, please take into account the following before giving final approval for travel:

- It is the responsibility of the traveller to ensure that they meet the correct vaccine requirements, they have assessed the DFAT country risk level, they understand the testing/quarantine of the country/countries they are visiting, and they have checked the University [travel insurance](#).
- Heads of Element need to check that the staff member has considered and undertaken the points noted above. Heads of Element do not need to verify all these steps – just ensure that staff members know they are obliged to take these issues into consideration.
- When approving, ensure that you and the staff member have a clear and agreed understanding of 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. In the absence of an agreement, the organisational work unit of the traveller will bear any additional costs of these kinds.