

NUIM STAFF, POSTGRADUATE, UNDERGRADUATE APPLICATION FOR TRAVEL INSURANCE	
NAME	
DEPARTMENT	
MU EMAIL ADDRESS	
MOBILE PHONE NUMBER (for emergency use)	
DESTINATION	
DURATION OF TRIP	From: dd/mm/yy To: dd/mm/yy
PURPOSE OF TRIP	
HOTEL/ACCOMMODATION DETAILS	
FLIGHT DETAILS	
HAVE YOU A SUMMARY OF THE UNIVERSITY TRAVEL POLICY?	YES/NO (Delete as appropriate)

NOTES:

To avail of the University Travel Policy all travel must be notified to the Health & Safety Office.

The policy does not provide cover in respect of journeys to restricted countries **without prior notification to and acceptance by Insurers**:- Afghanistan, Chad, Chechnya, Democratic Republic of Congo, Iran, Iraq, Israel, West Bank and Gaza Strip, Ivory coast, Liberia, Mali, North Korea, Somalia, Sudan, South Sudan, Syria, Lebanon and Yemen. **It is important to note that this list of countries can change and that all trips must be advised to the Health & Safety Office with adequate notice. The Health & Safety Office can advise insurers of the proposed travel arrangements and ensure that cover is in place.**

SABBATICAL LEAVE The travel policy only covers travel up to a maximum period of 30 days. In the case of Sabbatical Leave, where one is travelling abroad for more than 30 days, please contact the Health & Safety Office.

UNDERGRADUATE STUDENTS Undergraduate students of the University are covered by this policy only in respect of travel on fieldtrips or course related activities that are part of their academic course requirements. This travel is subject to prior completion of Risk Assessment and supporting documentation available from the Health & Safety Office.

VACCINATIONS AND INOCULATIONS All those travelling abroad should consult Tropical Medical Bureau website www.tmb.ie for up to date information regarding vaccinations and inoculations against infectious diseases, well in advance of any planned travel, three months minimum. If you have any queries please contact the Health & Safety Office.

Please email completed form to: healthandsafety@mu.ie or post to Health & Safety Office, South Campus prior to undertaking travel.

A record of Staff and Postgraduate travel should be kept by Departments.

Health & Safety Office Use:

Date Received:	Referred to Insurers on:	Reason: Outside Europe/USA <input type="checkbox"/> Over 30 days <input type="checkbox"/> Sabbatical Leave <input type="checkbox"/>	
	Additional Premium payable by Department: €		Travel Card Issued: