

Global Mobility Process Flow

This should be read in conjunction with the Global Mobility Policy and the Global Mobility Guidance document.

1. Do you have agreement in principle with your Dean/Director to work overseas?
 - a. Yes – proceed to question 2
 - b. No – discuss with your Dean/Director and proceed to question 2 only if support is given
2. How long are you planning to work overseas?
 - a. Under 60 days in a 12 month rolling period – proceed with your plans referring to the Global Mobility policy and guidance as appropriate
 - b. Over 60 days in a 12 month rolling period – proceed to question 3
3. What country are you planning to visit? [Log In \(drum-cussac.net\)](http://drum-cussac.net)* which is included in the Travel Risk Assessment Form. Drum Cussac provide travel and security risk advice which is updated on a daily basis. On the Drum Cussac website you will find information about the security risks for each country for example:
 - a. Red list country – travel is not covered by our insurers
 - b. Amber list country – proceed to question 4
 - c. Green list country – proceed to question 4

*Please use your Loughborough email address to create an account and log in to the website.
4. Has your completed travel request been approved in line with your school / professional service procedures?
 - a. Yes proceed to question 5
 - b. No – travel is not permitted
5. Has confirmation been given by the University's insurers that the trip will be covered by existing insurance policies?
 - a. Yes – proceed to question 6
 - b. No – travel is not permitted
6. Do you have permission to work in the host country, e.g. the appropriate work visa?
 - a. Yes – proceed to question 7
 - b. No – travel is not permitted
7. Will the visit create a permanent establishment in the host country?
 - a. Yes – proceed to question 8
 - b. No – proceed to question 9
 - c. Don't know – please talk to your HR Partner before taking any further action
8. Have you obtained an estimate of the costs associated with the permanent establishment (if applicable)?
 - a. Yes – proceed to question 9
 - b. No – travel is not permitted until this information is obtained, please speak to your HR Partner
9. Have you obtained an estimate of the payroll costs associated with the trip?
 - a. Yes – proceed to question 10
 - b. No – travel is not permitted until this information is obtained, please speak to your HR Partner
10. Do you confirm that the school/department has confirmed that budget is available to cover the costs of 8 & 9 if appropriate?
 - a. Yes – proceed to question 11
 - b. No – travel is not permitted unless funding is secured
11. Do you understand and take responsibility for any personal tax implications for the visit?
 - a. Yes - proceed to question 12
 - b. No – travel is not permitted until this is in place
12. Have you presented all of the information gathered through this flow chart to your Dean/Director?
 - a. Yes – proceed to question 13
 - b. No – travel is not permitted
13. Is there requirement for local employers liability/workers compensation cover to be arranged depending on the country of domicile (in USA it will depend on which state you are resident in)?
 - a. Yes – please contact insurance support
 - b. No – please proceed to question 14
14. Will the University incur any expenditure as a result of the travel, e.g. seeking further advice, setting up a payroll?
 - a. Yes – please submit a case to Ops briefing for approval
 - b. No – you may proceed with organising your trip, liaising with colleagues in Professional Services as required