

Travelling to Europe after the 1st January 2021

This factsheet provides guidance for undertaking business travel to Europe post 1st January 2021 as the transition period ends on the 31st December 2020 for the UK leaving the EU.

The document covers the following actions points which are to be taken into consideration before travelling and you may wish to complete the checklist at the end of the guidance.

- Travel Advice
- Travel Notification form
- Expense re-imbusement
- Expense cards
- Passport
- Healthcare and Insurance
- Immunisations
- Medication
- Entering other countries
- Driving in the EU
- Mobile Roaming data
- Checklist

Please ensure that you sign up for Gov.UK alerts to ensure that you have the most up to date information from the Government around travel.

Any changes to documents remain the responsibility of the traveller and any associated costs.

Travel Advice

This section covers the 226 countries listed on the Gov.UK website under travel advice. Visit <https://www.gov.uk/foreign-travel-advice> to check the destinations you may be visiting to ensure that you have the following advice on:

Coronavirus – check the <https://travelhealthpro.org.uk/> website for up to date information on COVID-19 including travel restrictions, quarantine rules, travelling whilst in the country and what to do should you feel unwell.

Safety and Security – Travel, reporting crime, driving regulations and road safety.

Terrorism – Visit <https://www.counterterrorism.police.uk/staysafe/> and <https://www.gov.uk/foreign-travel-advice> to find out what to do. The website provides the history of any terrorism attacks so you are aware, and you may need to let the University and your insurance provider aware, if there is a high threat level.

Local Laws and Customs – required documentation, clothing, face coverings, use of alcohol, prayer etc.

Entry requirements – travel between the EU and non-EU countries. You may also have to take a COVID-19 test before entering the country and may be required to quarantine. This will need factoring into your travel plans. You may also need to think about VISA requirements dependant on the country, duration of stay and purpose of stay.

Healthcare – immunisations, levels of cover, medical treatment, guidance on physical and mental health when travelling.

Natural Disasters – Provides advice on the country and lists what natural disasters have occurred.

Money – what the currency is and the level of use for credit cards / chip and pin.

Travel advice and support – Review the Travel Checklist before your trip for great hints and tips about staying safe whilst travelling <https://www.gov.uk/guidance/foreign-travel-checklist>.

Travel Notification Form

The travel notification form is an online form that must be completed prior to any business travel at least two weeks before the travel occurs. Any planned activities may need a supporting risk assessment completing in addition to the information captured on the form, which can be found [Travel Approval - Home \(lincoln.ac.uk\)](#)

Recommendations are in place to use the University approved travel provider to ensure that the University receives the best value for money and as a traveller, you are protected should any travel arrangements change due to unexpected circumstances.

Expense re-imburement

In the event of any out of pocket expenses being incurred whilst undertaking University business that have been approved pre travel via the Travel notification form, they can be claimed back through the expenses system. Visit expenses.lincoln.ac.uk to submit your claim or via the mobile app by searching “expenses mobile” on the app store or google play.

The worldwide subsistence rates can be found [Expenses rates for employees travelling outside the UK - GOV.UK \(www.gov.uk\)](#)

Expense cards

Should the nature of the trip require an expense card, you can apply for one [Expense Card – Human Resources \(lincoln.ac.uk\)](#)

Please allow at least three weeks to process and collect the card before your trip.

This card should be used for out of pocket expenses, daily travel and entertaining. Any pre booked accommodation and travel should be processed via the approved university travel supplier.

Passport

To travel from the UK to the EU post 1st January 2021, you will need to ensure that your passport has:

- at least 6 months left on it
- be less than 10 years old (even if it has 6 months or more on it)

Without this, you will have to renew to ensure it has the correct amount of time on the document, before you will be able to travel.

You can check if your passport is valid to travel to Europe post 1st January 2021 here. <https://www.gov.uk/check-a-passport-travel-europe-1-january-2021>

Healthcare

Travellers should ensure they have the appropriate Health cover before travelling. If you have a current European Health Insurance Card (EHIC) this will only be valid up to the 31st December 2020. The EHIC does not cover you for any private medical healthcare costs.

It is important that the right health insurance is sourced before travel and you must ensure that any pre existing conditions are covered on the policy. If you are travelling on behalf of the University, you will be covered by our University Insurance policy [Travel and Personal Accident Insurance \(sharepoint.com\)](#) however should the trip include an extended stay for personal reasons, you will need to take out your own cover for that period as the University policy will not insure you for personal trips.

For guidance around what Health Insurance cover you may need, visit <https://www.gov.uk/guidance/foreign-travel-insurance>

Immunisations

Check the country you are visiting to ensure that you have the appropriate Health Immunisations before travel. For any travel outside of the UK, it is advised to ensure your Measles immunisation is up to date before travel during the COVID-19 pandemic. <https://www.nhs.uk/conditions/travel-vaccinations/>

Medication

Ensure that you have enough supplies of your medication, but should you be significantly delayed and require any additional supplies including anti malaria tablets, please contact the relevant insurance provider to arrange delivery to your current destination.

Entering other countries

You may be asked to provide evidence of the duration of your stay such as, proof of your return ticket and how much money you are taking into the country before border control may let you through.

You will not need a VISA if you are a tourist entering most countries in the EU, Iceland, Lichtenstein, Norway and Switzerland. Check here if you may need a visa dependant on the length of your stay and which country. <https://www.gov.uk/visit-europe-1-january-2021/business-travel-extra-requirements>

Driving in the EU

From the 1st January 2021, further documentation is required to drive in the EU. You may need an International Driving permit (IDP) which can be purchased over the counter at designated Post Offices. There is a one-off fee applicable to obtain this.

Your UK Driving licence is still required and, in some countries, and IDP. The IDP may vary dependant on which country you are travelling to. Visit <https://www.gov.uk/guidance/driving-in-the-eu-from-1-january-2021> for more information.

If you are taking your own vehicle to the EU, you will need to display a Great Britain (GB) sticker on the rear of your vehicle even if the number plate has the GB or Euro Symbol on it.

Mobile Roaming

From the 1st January 2021 the guarantee of free mobile phone roaming throughout the EU, Iceland, Liechtenstein and Norway will end. Before travelling, check with your phone provider about any roaming charges you might incur. There is a new law which means that you are protected from getting mobile data charges above £45 without you knowing. Check with your provider before travelling to ensure you do not incur high costs when using your mobile phone.

Checklist

<u>Action before travel</u>	<u>Completed</u>
Sign up for Gov.uk Alerts	
Check Passport complies	
Contact University Insurance Department to check cover whilst on University Business	
Check if need additional Health insurance for pre-existing medical conditions or extended trips	
Check Immunisations required	
Driving in the EU do I need an IDS?	
Do I need a GB Sticker for my own vehicle?	
Take evidence if needed to enter across borders	
Check with phone provider for mobile roaming charges	
Complete Travel Notification form (2 weeks before travel)	
Request Expense account or Expense Card	
Book Travel with University approved Supplier	
Complete Risk assessment if needed	
Check the FCO Travel checklist https://www.gov.uk/guidance/foreign-travel-checklist	
Complete the GOV.uk checklist https://www.gov.uk/transition	

Further information can be found

<https://www.gov.uk/visit-europe-1-january-2021>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://travelhealthpro.org.uk/news/499/novel-coronavirus-covid-19-general-advice-for-travellers>

[Brexit Information – Human Resources \(lincoln.ac.uk\)](#)

Useful Contacts

Payroll Services - Payrolldept@lincoln.ac.uk

Insurance queries - Insurance@lincoln.ac.uk

Health and Safety - safety@lincoln.ac.uk