

Travel Risk Assessment

Details	Please fill in the below
Name	
Department	
Where	
Dates of travel	
Purpose of travel and Head of Department approval (email proof to be provided)	
Where are things most likely to go wrong and actions to address?	
Ground support	
Equipment?	
Communication? Methods and frequency for communicating with Goldsmiths contacting?	
What is the approximate cost of the trip (and research)? Who is the overall cost being funded by?	
Why is it essential to go there and why can it not be carried out via other means?	
What is the research and what is it leading to?	