



1 July 2020

## Approval Form for Work-Related Travel and Stays Abroad by UZH Employees and Doctoral Candidates

Borders within the Schengen area<sup>1</sup> and with the United Kingdom have been open again since 15 June. This does not mean that these countries have also lifted their travel restrictions.

Due to the global pandemic, planning trips abroad is more complex than before. Entry regulations vary from country to country, and some states are keeping their borders closed. Other countries are reopening their borders gradually, in some cases only for certain groups or travel purposes and with restrictions. These restrictions can involve e.g. mandatory quarantine, self-monitoring of one's health or, in rare cases, a negative COVID-19 test. Border checks are also being handled differently.

In light of these developments, work-related international travel and stays abroad<sup>2</sup> on behalf of UZH are once again possible if the relevant travel recommendations of the Federal Department of Foreign Affairs (FDFA), the entry rules (for returning to Switzerland) issued by the Federal Office of Public Health (FOPH) as well as the provisions issued by transport companies and the general rules of hygiene and conduct are observed.

International travel on UZH business must continue to be limited to urgent and important trips, which require prior approval through this approval form.

### Approval Process

- Travel to and stays abroad<sup>2</sup> in EU/EFTA states only require the approval of the employee's direct line manager by means of this form. *Questions in italics are optional.*
- Travel to and stays abroad<sup>2</sup> in all other countries also require the approval of the relevant dean, head of the Central Services unit, or their delegate. The approval form must be filled out in full and all questions must be answered.
- If a question is answered with "No", the employee must explain why this point cannot be complied with in section 7 and which additional measures will be taken to ensure their safety.

1.	Applicant	Details
1.1	Name/first name	
1.2	Position	
1.3	Direct line manager	
1.4	Dean or head of Central Services unit	
1.5	Mobile phone no. during travel abroad	
1.6	E-mail	
1.7	I have health and accident insurance with sufficient international coverage	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>1</sup> <https://www.sem.admin.ch/sem/en/home/themen/einreise/einreise-ch-schengen.html>

<sup>2</sup> e.g. for meetings, conferences, field work



2.	Destination and Duration	Details
2.1	Country	
2.2	Town/city	
2.3	Accommodation during stay	
2.4	Contact details of accommodation	
2.5	Duration of trip	
2.6	Transit countries/stopovers	

3.	Purpose and Urgency	Reasons
3.1	Purpose/importance of travel	
3.2	Reasons for urgency	
3.3	Reasons for actual travel instead of virtual meeting	
3.4	Statement by the line manager regarding application	

4.	Travel Information	Details
4.1	Travel dates	
4.2	Flight nos. for all flights (if applicable)	
4.3	<i>Visa no., if applicable</i>	
4.5	<i>Travel insurance provided by</i>	
4.6	<i>Travel insurance valid until</i>	
4.7	<i>Contact details of travel insurance company</i>	
4.8	<i>Contact details of Swiss embassy or consulate</i>	

(Questions in italics are optional for travel to and stays abroad in EU/EFTA states)

5.	Risk Analysis	Answer
5.1	<i>Risk assessment for country of destination (e.g. FDFA<sup>3</sup>) is available/known</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.2	<i>Risk assessment for transit countries (e.g. FDFA) is available/known</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.3	<i>Medical care at destination is ensured</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.4	<i>I am aware of the risks in connection with the destination</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.5	<i>I know how I can move around safely at the destination</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.6	<i>I have registered my trip in the FDFA's travel app Travel Admin<sup>4</sup></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Questions in italics are optional for travel to and stays abroad in EU/EFTA states)

<sup>3</sup> <https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice.html>

<sup>4</sup> <https://www.eda.admin.ch/traveladmin-en.html>

