The following approvals will be completed in the Travel Portal. You do not also need to contact these departments by email. They may reach out to you with questions in order to approve your trip.

**UK**
- Travel authorised by line manager/academic supervisor or equivalent.
- Verbal or written agreement by the manager/academic supervisor.

**Overseas**
- Travel authorised by Head of School/Director of Service (or their nominee).
- Verbal or written agreement by the manager/academic supervisor.
- Trip-specific risk assessment is mandatory.
- Risk assessed as LOW
- Risk assessed as MODERATE
- Risk assessed as HIGH/VERY HIGH

**Additional information fields to be completed in TRICAP**
- Staff: If trip is overseas and longer than 60 days?
- All:
  - Trip involves hazardous activities
  - Travel against FCDO advice or travel to sanctioned countries
- All:
  - Trip longer than 1 year
  - Trip purpose is “Other”
  - Trip destination “Glasgow”

**Additional approvals required in TRICAP from:***
- HR
- Payroll
- Tax
- Insurance
- Security
- Insurance

*You may also register day trips in the UK away from Glasgow which involve travel or tax travel, and you may then have personal accident cover under the travel insurance policy. Please refer to [https://www.gla.ac.uk/myglasgow/insurance/](https://www.gla.ac.uk/myglasgow/insurance/) for guidance.*