

Trip Abroad Guidance

Trips organised through a tour operator The easiest way to organise a trip abroad is with a tour operator, as they take on a lot of the responsibility for travel and accommodation etc. However, as the group leader you still have responsibilities to ensure the safety of everyone going and their enjoyment of the trip.

Before the trip: -

- When choosing a tour operator, check they are ABTA registered and - if flights are involved - that they are ATOL licenced. You should also read terms and conditions carefully to make sure they are reasonable.
- Before committing to go with your preferred tour operator, JMSU must look at the terms of the contract with them. JMSU is ultimately responsible for the activities of our groups, so we have a duty to make sure any agreements you enter are financially responsible and in line with our policies.
- Once the contract has been agreed, you should make sure the Students' Union has proof of the tour operator's liability insurance.
- Liaise with the tour operator (you should be given a named contact from the company, who will handle your booking), ensuring a smooth flow of information.
- Liaise with appropriate staff in JMSU, ensuring they are kept up to date with your plans and can advise you on anything extra you need to be aware of.
- Ensure that any money for the trip is either paid directly to the tour operator through the booking website.
- Complete the trip registration form - all sections need to be completed for trips abroad - and submit to JMSU at least 10 working days before your departure. You should check the following for each traveller (the form will prompt you to do this):
 - **Travel insurance** - whether they have opted for cover provided by the tour operator or proof of their own independent cover.
 - **EHIC (European Health Insurance Card)** - Where a trip is to a country within the European Economic Area or Switzerland, all eligible travellers must prove they have a valid European Health Insurance Card.
 - **Visas** - the tour operator should let you know entry criteria for your destination country, and you should check that everyone who needs a visa has one.
- Different countries require different amounts of time to be left before your passport expires. It could be anything from 6 weeks to 6 months from the day you enter the country. The tour operator should let you know what it is for your trip, and you should check everyone has this or they won't be allowed to enter your destination country.
- Read the standard trips abroad risk assessment and add all hazards related to any other activities you have organised for members on your trip. This should also be submitted to JMSU at least 10 working days before your departure.
- Work with the tour operator to organise a pre-trip briefing, making sure that trip members have all the details they need, and that they remember they are still subject to the University and JMSU codes of conduct on the trip.



Whilst on the trip: -

Support the tour operator's representatives - being a point of contact for trip members. You are not expected to resolve issues surrounding the travel, accommodation or other activities that are arranged by (and the responsibility of) the tour operator.

In case of emergency, the tour rep should be your first point of contact. In case of a serious accident or incident, including in the event of a student becoming seriously unwell or injured, you must then contact LJMU Security as soon as possible on 0151-231-2222. They will pass a message to JMSU, and we will be in contact with the student leader.

Trips organised independently without a tour operator

It is strongly recommended that you use a tour operator to organise a trip abroad. Not only can it get quite complicated working out costs given how quickly flights and accommodation prices can change, but you also take on a lot more responsibility for every element of the trip. If you are certain that you do want to organise your own trip independently, then you must speak to JMSU. Failure to do so will mean that JMSU cannot be held liable for any part of the trip.

