



University of Lincoln Students' Union

Sports and Societies Foreign Trip Checklist

- ☐ Trip organised through a package tour operator who is ABTA and ATOL protected and evidence of this submitted to the SU
- ☐ Any activities that take place on the trip are planned prior to departure and are through the tour operator.
- ☐ Provide the SU with a copy of the tour operators activities safety guide.
- ☐ A suitable group/individual travel insurance policy to be provided for each member of the trip which includes repatriation. This is to be submitted to the SU at least one week in advance of the trip.
- ☐ A trip form and comprehensive risk assessment to be submitted in advance of the trip
- ☐ Following on from the trip application – Executive Committee approval needs to be received

- ☐ If a brochure is produced for the trip this needs to be submitted to the SU for approval