

[School / Organization Name]

Terms and Conditions for Official Teacher Travel

Effective Date: [Insert Date]

These Terms and Conditions apply to all travel undertaken by teachers, academic staff, and other approved school employees on behalf of [School / Organization Name], including educational visits, conferences, exchange programs, study tours, training, inspections, recruitment travel, competitions, and other school-related travel. By accepting approval to travel on behalf of the School, the traveler agrees to comply with these Terms and Conditions.

1. Purpose

Official teacher travel must have a legitimate educational, operational, or professional purpose connected to the School's activities. Travel must be authorized in advance in accordance with the School's approval procedures.

2. Eligibility and Authorization

Only employees or other persons expressly authorized by the School may travel under these Terms.

All travel is subject to:

- prior written approval from the School
- confirmation of the travel purpose, itinerary, and expected duration
- compliance with internal budget and procurement procedures
- submission of any required risk assessments, safeguarding documentation, or travel forms
- the School reserves the right to refuse, amend, postpone, or withdraw approval for travel at its discretion.

3. Scope of Authorized Travel

Authorized travel may include:

- accompanying student groups
- attending conferences, workshops, or training
- participating in school partnerships or exchange programs
- recruitment, inspection, or academic representation
- competitions, events, or meetings related to the School's activities.

Only activities approved as part of the travel authorization are covered as official travel.

4. Booking and Travel Arrangements

Unless otherwise agreed, travel arrangements must be booked through the School's approved booking channels, administrative office, or designated travel provider.

The School may determine:

- the mode of travel
- accommodation standard
- maximum budget
- itinerary and timing

insurance arrangements.

Travelers must not make non-approved bookings or commitments on behalf of the School unless expressly authorized to do so.

5. Expenses and Reimbursement

The School will only reimburse reasonable, necessary, and authorized expenses incurred wholly and exclusively for official travel purposes, subject to its expense policy.

Reimbursable expenses may include approved:

- transport
- accommodation
- meals
- conference or event registration
- visas or travel authorizations
- local transport
- other necessary business-related expenses.

All claims must be submitted within the required deadline, include original receipts or acceptable proof of payment, and comply with the School's finance and expense procedures.

The School may refuse reimbursement for unauthorized expenses, excessive or unreasonable costs, personal purchases, alcohol, entertainment, or upgrades unless pre-approved, and expenses lacking proper supporting documentation.

6. Advances and School Funds

Where the School provides a travel advance, company card, or prepaid booking, the traveler is responsible for using such funds only for authorized purposes.

Any unused advance must be returned promptly. Any unauthorized expenditure may be deducted from salary where permitted by law and agreed policy, or otherwise recovered from the traveler.

7. Standards of Conduct

While traveling on official business, the traveler represents the School and must act professionally at all times.

The traveler must comply with School policies and procedures, behave in a manner consistent with professional standards, follow lawful instructions from the School, respect local laws, customs, and regulations, and avoid conduct likely to damage the School's reputation.

Misconduct during official travel may result in disciplinary action.

8. Safeguarding Responsibilities

Where travel involves students, the traveler must fully comply with the School's safeguarding, child protection, supervision, and conduct requirements.

This includes:

- maintaining appropriate professional boundaries
- following supervision and reporting procedures
- complying with accommodation and rooming protocols
- reporting safeguarding concerns immediately
- acting at all times in the best interests of students.

Any breach of safeguarding obligations may be treated as a serious disciplinary matter.

9. Health, Fitness, and Medical Disclosure

Travelers are responsible for ensuring that they are medically fit to travel and carry out the duties associated with the trip.

Travelers must inform the School, where appropriate and lawful, of any medical condition or circumstance that may materially affect their ability to travel safely, supervise students, or support emergency planning and duty allocation.

Any shared medical information will be handled in accordance with applicable privacy and employment laws.

10. Travel Documents

The traveler is responsible for ensuring they hold a valid passport, visa or entry permission, work authorization where necessary, vaccination or health documentation, and any other documents required for the destination.

Unless otherwise agreed, costs associated with required documents may be reimbursed only where they are necessary for authorized school travel and supported by the School's policy.

Failure to obtain valid travel documents may result in cancellation of approval and non-reimbursement of related costs.

11. Insurance

The School may provide or arrange travel insurance for official travel. Where insurance is provided, coverage is subject to the terms, conditions, exclusions, and limits of the policy.

Travelers must familiarize themselves with the insurance cover provided, disclose relevant information where required by the insurer, and follow any reporting requirements for incidents, losses, or claims.

The School is not responsible for losses falling outside the scope of the applicable insurance policy, except where required by law.

12. Personal Travel and Deviations

Any personal travel, holiday extension, detour, or private arrangement added before, during, or after official travel must be clearly disclosed and approved in advance where it affects itinerary, cost, insurance, or liability.

The School will not normally be responsible for additional costs arising from personal deviations, private accommodation or transport arrangements, or losses occurring during purely personal travel periods.

Insurance and duty-of-care coverage may not apply during non-official portions of the trip.

13. Accompanying Family Members or Guests

Family members, partners, or guests may not accompany the traveler on official school travel unless expressly approved in writing.

Any approved accompanying person travels entirely at their own risk and expense unless the School expressly agrees otherwise in writing.

The School accepts no responsibility for the costs, safety, insurance, or arrangements of unapproved accompanying persons.

14. Use of Private Vehicles

Use of a private vehicle for official travel requires prior approval and may be subject to proof of a valid driver's license, vehicle roadworthiness, insurance covering business use, and compliance with relevant laws and School policy.

The School is not responsible for fines, penalties, mechanical failure, or uninsured losses arising from use of a private vehicle except as required by law or policy.

15. Risk Management and Compliance

Travelers must comply with all applicable risk management procedures, including submission of risk assessments, emergency contact details, accommodation details, student lists and medical summaries where relevant, itinerary updates, and incident reports.

The traveler must follow all health and safety requirements and any destination-specific guidance issued by the School.

16. Changes, Delays, and Disruption

The School may change or cancel travel plans where reasonably necessary due to operational needs, staff availability, safety or safeguarding concerns, weather or transport disruption, public health issues, government advice or travel restrictions, or force majeure events.

Travelers must cooperate with any revised arrangements and take reasonable steps to minimize unnecessary costs.

17. Emergency Situations

In an emergency, the traveler must prioritize the safety and welfare of students and colleagues, contact the School or designated emergency contact as soon as practicable, follow emergency procedures, and keep appropriate records of decisions, incidents, and expenses.

The School may make decisions on behalf of the trip in emergency situations, and the traveler must comply with those directions where feasible.

18. Confidentiality and Data Protection

During travel, the traveler may have access to confidential information relating to students, staff, families, school operations, or partner organizations.

The traveler must keep confidential information secure, use personal data only for authorized school purposes, comply with the School's data protection and IT policies, and avoid inappropriate disclosure of information in public places, transport hubs, or unsecured digital systems.

19. Technology and Communications

Travelers must remain reasonably contactable during official travel and carry an operational means of communication where required by the School.

School devices, email accounts, and communication systems must be used in accordance with School policy. Any use of social media or public communications during travel must be professional and must not compromise confidentiality, safeguarding, or the School's reputation.

20. Property and Equipment

The traveler is responsible for taking reasonable care of School property, documents, equipment, payment cards, and devices issued for the trip.

Loss, theft, or damage must be reported immediately. The traveler may be liable for loss caused by negligence, misconduct, or unauthorized use, subject to applicable law.

21. Incidents, Accidents, and Reporting

Any accident, illness, safeguarding concern, misconduct issue, loss, theft, or significant disruption occurring during travel must be reported to the School as soon as possible and documented in accordance with School procedures.

Failure to report incidents promptly may affect insurance, safeguarding compliance, and reimbursement.

22. Cancellation by the Traveler

If a traveler wishes to cancel approved travel, they must notify the School immediately.

The School may recover from the traveler any avoidable costs incurred as a result of cancellation where the cancellation is without reasonable justification, results from failure to obtain required documents, or arises from non-compliance with these Terms or School procedures.

This clause will be applied fairly and subject to employment law and School policy.

23. Non-Compliance

Failure to comply with these Terms and Conditions, School policies, or lawful directions may result in withdrawal of travel authorization, non-reimbursement of expenses, repayment of unauthorized costs, disciplinary action, or exclusion from future travel.

Serious breaches, especially involving safeguarding, dishonesty, misuse of funds, or reputational harm, may be treated as gross misconduct where permitted by law and policy.

24. Limitation of Liability

The School will take reasonable steps to organize and support official travel. However, except where liability cannot lawfully be excluded, the School will not be liable for losses resulting from events outside its reasonable control, personal travel or unauthorized deviations, losses caused by third-party providers except as required by law, or personal property loss not caused by the School's negligence.

Nothing in these Terms excludes liability for death or personal injury caused by negligence, fraud, or any other liability that cannot legally be excluded.

25. Relationship with Other Policies

These Terms and Conditions should be read together with the School's travel and expenses policy, safeguarding and child protection policy, staff code of conduct, health and safety policy, data protection/privacy policy, disciplinary policy, and educational visits policy where applicable.

If there is any inconsistency, the more specific travel instruction or mandatory School policy will apply.

26. Governing Law

These Terms and Conditions shall be governed by the laws of [insert country/jurisdiction], and any disputes shall be subject to the jurisdiction of the courts of that jurisdiction, unless otherwise required by law.

27. Acceptance

By undertaking approved travel on behalf of the School, the traveler confirms that they have read, understood, and agreed to comply with these Terms and Conditions and all related School policies.

Staff Acknowledgment	
Name	_____
Position	_____
Signature	_____
Date	_____

Template note: Replace bracketed placeholders before official use and have legal or HR review if required by your jurisdiction.