# This form along with other relevant documents must be made available to your School/Dept contact until the end of the trip.

All travellers must ensure their emergency contact / next of kin details are up to date with HR / School Office as appropriate.

Please ensure that all travellers are not travelling against the advice of their Doctor or Dentist (Fit to Travel).

If any participant has an existing medical or dental condition it may not be covered by travel insurance; please contact Finance Insurance Enquiries on insurance@londonmet.ac.uk prior to travelling.

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| --- | --- |
| **Primary / Lead Traveller** | **Travel Risk Assessment Reference Number** |
|  |  |

Please provide the following details of the for each participant:

Once Travel has been approved and flights booked you can use the table below to record flight details for participants and leave with your London Met staff contact remaining in the UK.
Flights **must not** be booked before all approvals are received.

For each participant, please record all flight details bellow **once all approvals gained and flights are booked.**

| **Full Name** | **Staff or student** | **Staff / Student ID number** | **Fit to Travel (Y/N)**  | **Fight numbers** | **Dates of Flights**  |
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