

IMPERIAL

International Mobility

Final Approver information pack for overseas working requests

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Welcome

Following a successful pilot, an enhanced International Mobility service will be extended to all staff. From July 2025, overseas working should be logged through Imperial's online system. It's quicker, simpler and connects staff with the right support.

This pack is designed to provide the information you need about overseas working and the Final Approver role.

Imperial Strategy Enabling Roadmap: People are the key to our future success

Imperial is a UK-based university with a global outlook. We are committed to supporting our community by ensuring the International Mobility service aligns with the global reach of our initiatives and activities.

Overseas working is...

Overseas working
Spending any period of time doing your day-to-day work duties in an overseas country that is not your primary work location

e.g. extending a conference trip to work remotely, collaborating on shared research, or working remotely overseas for personal reasons.

Why does it matter?

The increased opportunities and interest to work overseas can bring legal, financial, safety and reputational risks.

The faster-paced, evolving and complex regulatory landscape, with increased restrictions, increased powers for tax authorities and better boarding tracking, mean staff are now more likely to see financial or other repercussions.

Imperial has a duty of care to its internationally mobile staff. Our service improvements are designed to make it quicker and simpler to connect with the right support.

Overseas working is not...

Business travel
Overseas for a specific purpose related to, but not, your day-to-day duties

e.g. attending meetings, conferences, promotional fairs, conducting an interview, delivering one-off talks (unpaid)

Introducing the International Mobility service

Supporting our community through providing guidance and facilitating safe and compliant overseas working.

Assist and advise on all aspects of overseas working and strategic initiatives.

Assess requirements to facilitate legally compliant overseas working, upholding our duty of care.

Liaise with all parties throughout the overseas working process.

Discuss associated costs for sign-off *before* proceeding with any cost-bearing activities.



Hear **Kathryn Al-Shemmeri, Imperial's Chief People Officer**, talk about the role of the International Mobility Team



Hear directly from **Imperial colleagues** about the International Mobility service supporting our community's global reach initiatives and activities.

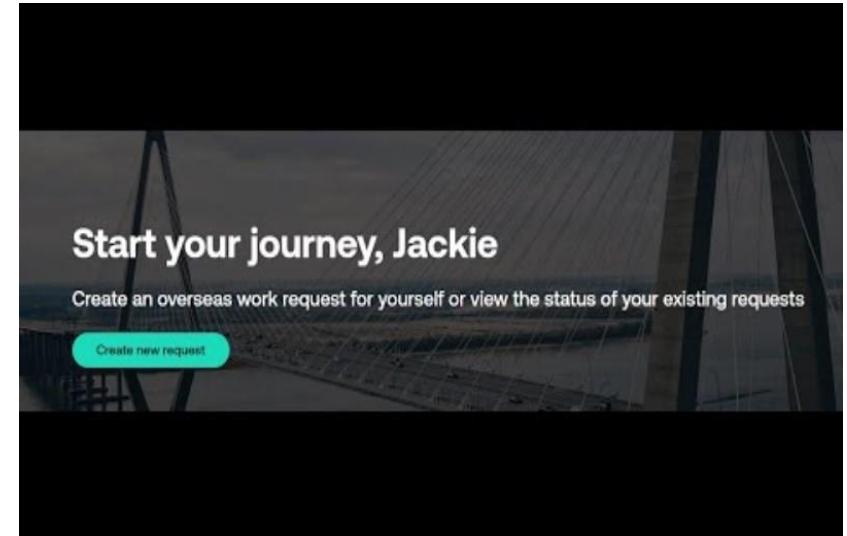
An enhanced International Mobility service

From July 2025, overseas working should be requested in advance of travel through Imperial's new online system. It's quicker, simpler and connects staff with the right support.

Just like logging annual leave and sick leave, all staff should record their overseas working

What's changed?

- Moving from Line Manager's completing an offline form, to an easier and faster self-service request and log process.
- Automated risk assessment scorecard to help understand the real associated consequences and actions.
- Immediate automated approval of low-risk green pathway requests.
- Better staff safety and protection with Imperial fulfilling its duty of care to staff planning to work, currently working, or have previously worked, overseas.
- Empowered department decision-making in response to staff interest and opportunity.
- Insight of staff international footprint enabling better planning for costs and macro regions for financial economies.
- International Mobility Team support to help mitigate risks, facilitate requests and build business case.



[Watch the 2-minute staff request process](#)



[More video walkthroughs to watch here](#)

Final Approver role and responsibilities

- As the **Final Approver** for overseas working, your role is that of **decision-maker** for medium and high-risk requests.
- The staff member's Line Manager should have already given their support for the overseas working plans. Immediate automated approval is in place for low-risk requests.
- **Decision guidance** is provided by an automatic assessment of request risk factors and notes, or discussion, with the International Mobility Team.



Key Actions

1. When prompted by an email notification, login to the MyRemoteWork system to **Review** the request assessment risk score actions.
2. **Read** supporting advice from the International Mobility Team in the 'Activity History' tab.
3. **Liaise** with the International Mobility Team on next steps (if applicable).
4. **Approve or decline request** based on the eligibility criteria and informed by any department operations considerations.

[Watch the 2-minute Final Approver process](#)



[Read about assessment considerations and job role eligibility](#)

Overseas working decision guidance

The Assessment Scorecard will inform whether a request is Low, Medium or High risk to indicate how much further information or facilitation is required for the overseas working to commence.

Green = Low risk, no action required

Following the auto assessment, where all applicable guardrails indicate low risk, the request will be instantly **auto-approved**. Requestor, Line Manager and Final Approver receive auto approval email notification.

e.g. staff member has right-to-work in designated country, request is for personal reasons, and presence overseas is for <30 cumulative days in 12-month period.

Amber+ = Medium or high risk, action required

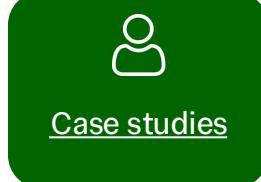
Following the auto-assessment, where guardrails indicate a potential risk, requests will require further review before a decision. The International Mobility Team will provide guidance to help assist Final Approver decision making.

Assessment scorecard Request information Travel history Activity history Profile

Assessment scorecard

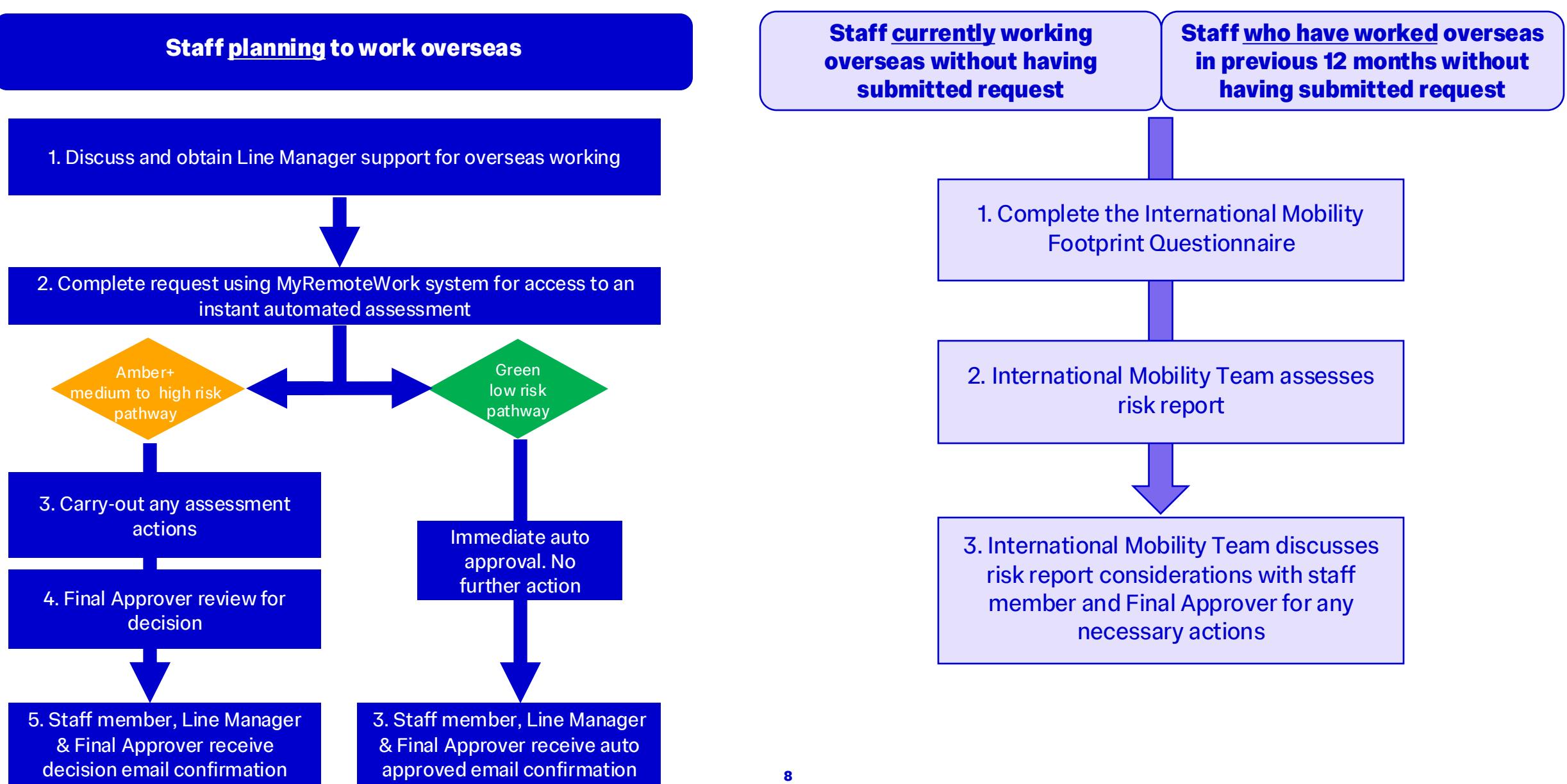
Here you will find all the criteria that your remote work request is assessed against.

Category	Risk Score
Company Policy	Medium
Immigration	Low
Income Tax	Medium
Posted Worker Directive	Low
Payroll	Low
Social Security	Medium



[Read examples of overseas working activities and actions](#)

Overseas working process routes



Resources

All the information and support you need can be found within the below resources.



[International Mobility webpages](#)



[International Mobility Framework](#)



['How to' videos](#)



[Case studies](#)



[Overseas working guidance](#)

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Thank you!

Contact us –

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