

What's covered?
An analysis of university travel policies and implications for campus leadership

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The SIO must enable innovation and address institutional barriers to global engagement. An enabler in this work is the campus international travel policy, but within this context, how do we define “university-related” travel? This session will highlight how different institutions address gray areas around this question. SIO panelists will discuss case studies of international travelers and address how they should or should not be considered university-related. Session participants will be engaged in additional case studies.

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Cases for Discussion

For each of these cases there are multiple travelers:

1. Who do you consider to be on university related travel?
2. Do all of these travelers receive the same health insurance?
3. Do they all receive the same evacuation support?
4. Do any pose additional risks or bring other policies or concerns into play?

Case #1: A faculty member, Professor Big, from X University is leading a group of 20 X-U students to Kenya. Also traveling with the group is Professor Big’s 12-year-old daughter.

Case #2: An X-U faculty member, Professor Digger, has organized an archeological dig in the South Sudan. On the dig will be 3 X-U undergraduates, 5 X-U graduate students, 3 faculty members from the University of Y, and a 35-year-old graduate student from Z University.

Does your thinking change when it is determined that the funding for the project will not be run through the sponsored project office, and Professor Digger will instead take a leave of absence from X-U while on the dig?

Case #3: A student group in the X-U school of business recruits from the incoming MBA class for a set of international trips to destinations including Columbia and Egypt. The group, named X-On The Go, is mentioned on the business school web page, but does not receive financial support from the school.

Case #4: X-U is located in city of Collegetown. A staff member, Dr. Q., at X-U has a contract with the State Department under which she organizes trips for citizens of Collegetown to visit the Middle East each year for the purpose of developing greater understanding of the region. Dr. Q. also accompanies these citizens on the trip.

University of Michigan International Travel Policy

I. Introduction

The mission of the University of Michigan is to serve the people of Michigan and the world through preeminence in creating, communicating, preserving, and applying knowledge, art, and academic values, and in developing leaders and citizens who will challenge the present and enrich the future. The University is engaged around the world through the educational activities, research, and service of its students, faculty, and staff.

The University's International Travel Policy is intended to promote the health, safety, and security of all members of the University community while traveling abroad. The University respects the academic freedom of faculty to pursue their scholarly endeavors through international travel. As such, this policy is designed to support the international engagement of its students, faculty, and staff in a responsible manner.

II. Policy

This International Travel Policy applies to faculty, staff, and all students traveling outside of the United States of America for University-related purposes, which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competitions. Schools, colleges, or business units may have additional policies and procedures that support this overall policy.

This International Travel Policy outlines the University's requirements with regard to the University's policy subject to: (A) the University Travel Registry; (B) travel abroad health insurance; (C) emergency evacuation insurance; (D) University Travel Warnings or University Travel Restrictions; and (E) international travel involving student groups. A summary chart of these requirements may be viewed at <http://global.umich.edu/uploads/policy-summary.pdf>.

A. University Travel Registry

The University Travel Registry is a confidential and secure database for maintaining key travel information for faculty, staff and all students traveling off-campus, including international travel, for University-related (or personal) purposes. The University Travel Registry is the official and authoritative source of traveler information that forms the basis for the University's emergency response protocols and communications strategy (e.g., alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad.

The International Travel Oversight Committee (ITOC) is responsible for the overall management of the University Travel Registry. Day-to-day operational functions may be delegated to a senior administrator.

All faculty, staff, and students traveling abroad for University-related purposes must register their international travel in the University Travel Registry before the expected departure date and, if possible, should update the University Travel Registry as additional information becomes available or changes occur throughout the duration of the trip, including additional countries added during travel.

B. Travel Abroad Health Insurance

Faculty and staff traveling internationally for any University-related purpose are covered under the University's blanket travel abroad health insurance policy.

All students traveling abroad for any University-related purpose are required to have travel abroad health insurance coverage from the University's authorized vendor. The University's authorized travel abroad health insurance must be obtained for/by students traveling internationally regardless of whether the student traveler has other related coverage.

C. Emergency Evacuation Insurance

All faculty, staff, and students traveling internationally for any University-related purpose are covered under a blanket policy for emergency evacuation due to political unrest or natural disaster.

D. University Travel Warnings or University Travel Restrictions

The University may warn travelers and/or impose additional requirements for faculty, staff, or students seeking to travel to destinations where health, safety, or security risks are determined to be of sufficient significance as to require unusual caution.

Consistent with the provisions outlined below, the University reserves the right to prohibit or suspend travel for University-related purposes to any destination by faculty, staff, or students if significant health, safety, or security concerns pose extreme risks that warrant such a decision. For example, travel to destinations experiencing serious outbreaks of infectious disease, war or violent civil unrest may be temporarily prohibited.

The Vice Provost for Global and Engaged Education, based on recommendations from ITOC, is responsible for determining which destinations are under a University Travel Warning or University Travel Restriction. For an updated listing of these destinations, see: <http://global.umich.edu/uploads/warnings-restrictions.pdf>.

1. University Travel Warnings

Travel to destinations for which the University has issued a Travel Warning due to a significant level of health, safety or security risks should conform to the following guidelines:

- a. Students cannot be required to participate in any education abroad experience in destinations subject to a University Travel Warning in order to satisfy a degree requirement.
- b. Regular recurring undergraduate study abroad programs may be suspended. Regular recurring undergraduate study abroad programs are defined as those programs that take place annually.

Individual students may submit a written safety plan (template available online at: <http://global.umich.edu/uploads/safety-individual.docx>) to ITOC requesting an exception to travel to destinations subject to a University Travel Warning. If approved, these students will be required to register in the University Travel Registry, obtain University approved travel abroad health insurance, and submit an Assumption of Risk

and Waiver of Liability and Financial Obligation to ITOC (form provided online at: <http://global.umich.edu/uploads/warning-waiver.pdf>).

- c. Faculty and staff may submit a written safety plan (template available online at: <http://global.umich.edu/uploads/safety-group.docx>) to ITOC requesting an exception to lead student groups to destinations subject to a University Travel Warning. If approved, the group leader must ensure that students register in the University Travel Registry, obtain University approved travel abroad health insurance, and submit an Assumption of Risk and Waiver of Liability and Financial Obligation to ITOC (form provided online at: <http://global.umich.edu/uploads/warning-waiver.pdf>).

2. **University Travel Restrictions**

Travel to destinations for which the University has issued a Travel Restriction due to extreme health, safety or security risks will generally be prohibited for University-related purposes unless appropriate safety planning has been documented (form available online at: <http://global.umich.edu/uploads/safety-individual.docx>). Undergraduate students will be evacuated from these destinations, and, if deemed necessary, faculty, staff, and graduate or professional students may also be evacuated.

- a. Undergraduate students may NOT travel for University-related purposes to destinations that the University has determined to have extreme levels of risk to the health, safety, and security of University personnel, property, or interests. Undergraduate students who travel to destinations under University Travel Restrictions or remain in those destinations after being advised by the University to evacuate are not eligible for University funding or academic credit and may be subject to restrictions in other benefits or services and discipline.
- b. Faculty and staff wishing to travel for University-related purposes to destinations under University Travel Restrictions for urgent and compelling reasons must register in the University Travel Registry and are expected to file an Assumption of Risk and Waiver of Liability and Financial Obligation with ITOC (form provided online at: <http://global.umich.edu/uploads/restriction-waiver.pdf>). They are requested to submit a written safety plan to ITOC (template available online at: <http://global.umich.edu/uploads/safety-individual.docx>).
- c. Graduate or professional students may submit a request with a written safety plan (template available online at: <http://global.umich.edu/uploads/safety-individual.docx>) to ITOC for an exception to travel to destinations subject to a University Travel Restriction. If approved, they will be required to register in the University Travel Registry, obtain University approved travel abroad health insurance, and file an Assumption of Risk and Waiver of Liability and Financial Obligation with ITOC (form provided online at: <http://global.umich.edu/uploads/restriction-waiver.pdf>).

E. **International Travel Involving Student Groups**

1. **University Travel Abroad**

Group leaders (faculty, staff or graduate students) leading students abroad to any destination for study, research, or other reasons must have their plans reviewed and

approved in advance by the Dean or designated administrator of each academic or business unit in which the program is based. Group leaders are responsible for ensuring that: (a) all trip itinerary, lodging, and overseas contact information is entered into the University Travel Registry; (b) all students have obtained travel abroad health insurance through the University's authorized vendor; (c) verification of the Travel Registry registration and travel abroad health insurance has been provided to the Dean or designated administrator of each of the schools or colleges in which the students are enrolled; (d) follow University guidance, including University Travel Warnings and University Travel Restrictions; and (e) comply with best practices for health, safety and security planning for pre-departure orientation, during the trip, and post-trip review.

The sponsoring University unit is responsible for completing these tasks for Sponsored Student Organizations (SSOs) traveling abroad.

NOTE: *A Sponsored Student Organization is a recognized student organization that has a substantial and formal relationship with a sponsoring University unit and exists pursuant to the guidelines established by the appropriate campus division of student affairs. An SSO must be sponsored by an executive officer, dean, or director of a major academic or operational unit and must have a mission that is consistent with the missions of the University and sponsoring unit. A sponsorship agreement between the student organization and the sponsoring University unit must be on file with the appropriate campus student activities office.*

2. **Student-Initiated Group Travel**

In order for the University to provide comprehensive response in the case of an emergency, Voluntary Student Organizations (VSOs) initiating group travel abroad to any destination for study, research, or service are required to (a) enter all trip itinerary, lodging, and overseas contact information into the University Travel Registry; (b) obtain travel abroad health insurance through the University's authorized vendor; (c) follow University guidance, including University Travel Warnings and University Travel Restrictions; and (d) comply with best practices for health, safety and security planning for pre-departure orientation, during the trip, and post-trip review.

NOTE: *A Voluntary Student Organization is a recognized student organization that exists pursuant to the guidelines established by the appropriate campus division of student affairs. A VSO has access to certain University-controlled benefits and resources and is accountable to the University for legal compliance, fiscal responsibility, and adherence to established community standards.*

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Applies to:
Faculty, Staff, and Students

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Primary Contact:
Office of the Provost and Executive Vice President for Academic Affairs

Related links:
[International Travel Policy Summary Chart](#)
[University Travel Warning or Restriction](#)
[Student safety plan template](#)
[Student - Assumption of Risk and Waiver of Liability and Financial Obligation](#)
[Faculty and staff safety plan template](#)
[Faculty/Staff - Assumption of Risk and Waiver of Liability and Financial Obligation](#)

University of Minnesota Faculty/ Staff Policy Statement on International Travel

All employees on University business must register their international travel in advance of the trip, regardless of funding source. There is no central authorization for international travel; authorization remains at the local collegiate or departmental level. See Administrative Procedure: [Registering International Travel \(Faculty and Staff\)](#). Travelers are responsible for checking their destinations for any [Travel Warnings/Alerts](#) in advance of international travel. Units cannot require an unwilling employee to travel on University business to a country that is subject to a Travel Warning. Travelers are responsible for understanding their international insurance options including any coverage provided by the University, and needs that may exceed current coverage and require purchase of additional insurance. See Appendix: [Worldwide Travel Accident Insurance Coverage](#). Travelers planning to send or take students overseas are responsible for ensuring students complete requirements covered in Administrative Procedure: [Preparing for Education Abroad Opportunities](#). Faculty and staff must ensure that students sign a standard [Release and Waiver](#) and obtain mandatory travel, health, and security insurance. Faculty and staff must also ensure that students planning travel to a country on the U.S. State Department's Travel Warning list receive approval in advance of travel. Refer to Administrative Procedure: [Suspending Education Abroad Opportunities](#) for more information about the approval process.

Export Controls: The Office of Foreign Assets Control of the U.S. Department of the Treasury prohibit unauthorized financial and other transactions, such as travel, with (a) embargoed countries, and (b) entities identified on the Specially Designated Nationals (SDN) list. A list of embargoed countries can be found [here](#). Travelers wishing to visit any of these countries must first consult with the University's Export Controls Officer, who will assess the relevant regulations, advise travelers of permitted and prohibited activities, and obtain any necessary licenses. The process of obtaining a license to travel to an embargo country can take as long as two to three months, so travelers are advised to contact the Export Controls Officer as soon as possible. Travelers to all international destinations must comply with U.S. export control laws and regulations, including, without limitation, the Export Administration Regulations (13 CFR Parts 730-774), the International Traffic in Arms Regulations (22CFR Parts 120-130), and the Foreign Assets Control Regulations (31 CFR Parts 501-598). Please direct all questions about these laws and regulations to the Export Controls Officer.

Fly America Act Air travel paid for with federal sponsored funds must be consistent with the Fly America Act regulations, [41 C.F.R. §§ 301-10.131, et seq.](#) These regulations provide a requirement that states that generally travelers may not spend federal funds on flights operated by foreign flag air carriers. In other words, unless an exception applies, travelers may only use sponsored funds that originate with a federal agency for travel on U.S. flag air carriers. For more information on Fly America Act requirements and exceptions, see the University's [Travel Services: Fly America Act](#) website

Pre-Approval of Student Travel: Any student planning to travel for University purposes to a USDOS Travel Warning Country is required to obtain approval from ITRAAC by completing the application process through the [GPS Alliance Travel Approval website](#). In addition, travelers may be required to submit a request for permission to travel to locations or participate in programs that pose a specific health, safety, or security concern as indicated by authorities other than the U.S. Department of State, such as the Center for Disease Control (CDC), World Health Organization (WHO), non-U.S. government authorities (e.g., Australian or Canadian authorities), and University of Minnesota authorities.

The application must demonstrate the academic value of the travel and the safety procedures in place to mitigate the concerns of the travel warning or relevant authority. Applications for student travel without an academic purpose will not be approved.

- Students working through an education abroad office will have the application prepared by the education abroad office. Units will receive ITRAAC approval prior to promoting a program in country requiring approval using the [Application Procedure for Unit-Sponsored Programs](#).
- Students not included in one of the above applications should apply individually using the [Application Procedure for Individual Students](#).

Note: The application must be submitted at least six to eight weeks before proposed travel. Applications received less than two weeks before travel will not be considered. Specific application instructions including templates and FAQs can be found at the [GPS Alliance Travel Approval website](#).

University of Minnesota Student Policy Statement

Introduction: The University supports and promotes international travel and education abroad by students for University purposes, while encouraging sound health, safety and security measures that minimize risks to the traveler and institution. This policy includes the minimum pre-departure requirements and minimum requirements while abroad. The education abroad office on each campus may have additional requirements.

Units Pre-Travel and Program Planning Requirements: All University units (including campuses, colleges, departments, centers, offices, or other operational units) and education abroad offices organizing or promoting student travel abroad must:

- complete a due diligence review of all programs before promoting them to University students;
- ensure appropriate contracting of partners;
- develop a 24-7 contact protocol and emergency plan;
- obtain International Travel Risk Assessment and Advisory Committee (ITRAAC) approval before promoting any program in a United States Department of State (USDOS) Travel Warning Country;
- ensure completion of the student requirements; and
- ensure completion of faculty/staff leader requirements, where relevant.

Undergraduate travel: All University units must work through one of the University's education abroad offices prior to organizing or promoting undergraduate student travel abroad for University purposes.

University of Nebraska Education Abroad and International Student Travel Sponsored by the University

The University of Nebraska — Lincoln is committed to helping students engage the world through safe and affordable opportunities to travel, study, research, intern, and do service learning abroad. The UNL Education Abroad Office facilitates program and budget development; assures that risks associated with international travel are identified and addressed; that State and University guidelines for business practices are followed; that student billing is handled through Student Accounts; that student financial aid is not jeopardized; that contracts with and payments to vendors are properly managed; that all necessary health forms, information, waivers, and releases are signed, collected, and filed; that students are properly registered and awarded credit; that students and faculty are enrolled in the international health insurance program; that students and faculty are notified of any risks associated with the host country and that health, safety, and security precautions are addressed; that students are registered with the US embassy/consulate in the host country; that students and faculty always have one point of contact back on campus; that the University's response in the event of an emergency is coordinated; and that an accurate and complete accounting of student travel abroad by college is reported annually.

Therefore, in order to maintain a high level of service and proper governance of education abroad and international student travel, effective October 1, 2013:

1. All education abroad (i.e. study, research, internship, and service learning abroad) opportunities for students sponsored by the University must be administered through the UNL Education Abroad Office.
2. All other international student travel sponsored by UNL (in name or through funding, coordination, and/or faculty/staff advising) must be registered with the UNL Education Abroad Office.

It will be assumed that any education abroad activity not registered with the UNL Education Abroad Office is not sponsored by the University and thus its participants are not eligible for scholarships, travel reimbursement, or academic credit.

University of Nebraska Policy on University Sponsored Travel by Students, Faculty, Staff, or Members of the General Public to Countries Under a U.S. Department of State Travel Warning or Centers for Disease Control and Prevention Travel Health Notice

In seeking to balance the benefits of international travel on educational, research, and outreach activities with the potential risks such travel might pose to students, faculty, staff, and members of the general public, the University relies on the guidance provided to travelers by the U.S. Department of State and the Centers for Disease Control and Prevention.

- U.S. Department of State Travel Warnings: The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program. Travel Warnings are issued when long-term, protracted conditions that make a country dangerous or unstable lead the State Department to recommend that Americans avoid or consider the risk of travel to that country. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.
- Centers for Disease Control and Prevention Travel Health Notices: The Centers for Disease Control and Prevention (CDC) is one of the major operating components of the United States Department of Health and Human Services. The CDC issues Travel Health Notices to inform

travelers about current issues that may affect their health when visiting specific destinations. The CDC issues three types of Health Notices: Watch Level 1; Alert Level 2; and Warning Level 3. A Travel Health Notice at Warning Level 3 is issued when the CDC recommends that travelers avoid all non-essential travel to a destination due to high risk.

Travel by Students and Members of the General Public

It is the policy of the University of Nebraska that no university sponsored program of travel for students and members of the general public shall depart from the United States for a country for which the U.S. Department of State has issued a Travel Warning or the Centers for Disease Control and Prevention (CDC) has issued a Travel Health Notice at Warning Level 3. If such a warning is issued after departure, the guidance provided by the warning shall be followed by participants in the affected area until the senior international officer for the University of Nebraska provides guidance and direction regarding the steps necessary to insure health and safety, including possible return to the United States.

Travel by Faculty and Staff

It is the policy of the University of Nebraska that any faculty or staff member seeking to travel under university auspices to a country for which the CDC has issued a Travel Health Notice at Warning Level 3 must first obtain prior approval for such travel by making a written request to the relevant University of Nebraska Chancellor. The Chancellor will make a recommendation on the request to the President, who will make a final determination.

Faculty or staff participating in non-university-sponsored, independent travel to a CDC Warning Level 3 country must report such travel to the Chief Academic Officer on their campus prior to departure. All faculty and staff undertaking such travel, whether under university auspices or not, will be subject to appropriate screening and health monitoring prior to returning to campus in order to ensure the health and safety of the University of Nebraska community.

Waiver Process for Students

A waiver to the prohibition on university-sponsored programs in countries for which the U.S. Department of State has issued a Travel Warning may be considered in exceptional circumstances and can be requested through the process noted below. No waiver will be provided for travel to countries which are under a CDC Travel Health Notice at Warning Level 3.

- An administrator of a university-sponsored program to a Travel Warning country or an administrator on behalf of a student seeking to participate in a non-faculty-led program benefitting the student's curriculum of study may petition for a waiver to the policy by submitting, in writing, a written request to the cognizant Chancellor. The request should include a detailed explanation of why a waiver of the university policy is warranted, including the ability to avoid high risk areas, special circumstances and knowledge of the country in question or critical interests of the university. The request must include a University of Nebraska Waiver and Release Form signed by each participating student or member of the public acknowledging that he/she has been advised of the existence of a Travel Warning. In the case of a participating minor student, the Waiver and Release Form must also be signed by a parent or guardian.
- Upon receipt of the waiver request, the Chancellor shall convene a Review Committee to consider the same. The committee will provide a recommendation in writing to the Chancellor. Upon receipt of a positive recommendation, the Chancellor shall make a decision to support or deny the request. If the Chancellor supports the request, he/she will submit to the President a request for a waiver, including the original petition and supporting forms and related information.
- Upon receipt of the Chancellor's request, the President shall consult with the senior international officer and/or other appropriate resources. The President's decision to approve or deny the request shall be final and not subject to further review or appeal.