

Procedure 2008: International Travel Approval Procedure

Summary of Key Changes

The Procedure has been updated as follows:

- Updated the Travel Approval Form in the international travel approval process.
- Added the orientation and insurance of study abroad programs.



PROCEDURE

International Travel Approval Procedure

Procedure Administrator: Director of Global Engagement
Authority:
Effective Date: August 7, 2012; TBD
Index Cross-References: Procedure 6412 University Travel
Procedure File Number: 2008
Approved By: Dr. Harvey Kesselman, President

I. Individual Employee Travel:

A. Pre-Authorization:

1. The traveler (faculty or staff) must review all CDC guidance and Department of State Travel Advisories and consult with the Offices of Global Engagement, General Counsel, and Risk Management, and, if applicable, complete a Justification form and a Risk Waiver form.
2. Following consultation outlined above, faculty or staff proposing international travel must seek authorization from the relevant Dean or supervising manager.
3. Once authorized, faculty and staff submit a pre-approval request, including documentation of authorization for international travel. The traveler should provide a brief description of the trip, including the date, location, purpose, cost, funding source, Department of State travel advisories, and supporting documentation, including the Emergency Contact and Permission Form.

- B. The Travel request will be reviewed and approved or returned by the Dean/supervising manager, Director of Global Engagement, Divisional Executive or their designee, Director of Risk Management, and the University's Travel Officer. The traveler can track the status of their request in Travel request software.

If approved, travelers are responsible for complying with all aspects of Procedure 6412: University Travel. Global Engagement in consultation with General Counsel and Risk Management will assess Department of State Travel Advisories and/or travel alert and warnings. If a travel alert or warning exists, Global Engagement will ask the faculty/staff to complete a Justification form and a Risk Waiver form. Request to Level 3 destination countries may not be approved based on nature of risk. Level 4 countries will not be approved for travel.

- C. Individuals (Faculty, staff and students) are advised to purchase insurance or fully refundable tickets at their own discretion. The institution will cover

the cost associated for the said insurance cost or fully refundable tickets, as part of their travel funds.

- D. Since the travel insurance is covered by the institution, each individual is expected to get a refund from the vendor (airline/hotel, etc.) to avoid double allocation of funds.

II. Faculty- and Staff-Led Study Abroad Programs

- A. Pre-Authorization. Faculty or staff proposing to lead a faculty- or staff-led study abroad program should first provide a summary of the proposed travel to their relevant Dean or supervising manager for approval. If approved, Faculty or staff should work with OGE to develop the program.
- B. Faculty or staff must submit a Travel request with the information of all participants in the program as well as comply with University travel requirements outlined within Procedure 6412.
- C. Faculty and staff proposing study abroad or faculty-led study abroad programs with students must also follow Procedure 2200 Education Abroad.
- D. For study abroad programs, all travelers are required to complete the pre-departure orientation. While they are abroad, Global Engagement will provide the travelers' emergency contact information to the Campus Police for emergency purposes.

Review History:

	Date
Procedure Administrator	07/14/2022
Faculty Senate	
Deans	8/15/2022
AA Leadership	
Divisional Executive	06/28/2022
General Counsel	
Cabinet	
President	