
SUBJECT: UNIVERSITY AUTHORIZED INTERNATIONAL TRAVEL

I. Purpose

This policy governs University-sponsored educational, research, service, and outreach activities in foreign countries, including those for which the U.S. Department of State has issued a travel warning or alert.

If travel is not approved and authorized under this policy, participants who thereafter determine to travel without such approval and authorization do so at their own risk, assuming all responsibility for harm, complications, detention, and or death, and thereby absolve and release the University from all risk, liability, and/or responsibility for or associated with the trip.

II. Definitions

Risk advisories issued by the U.S. Department of State fall into two basic categories:

- A. TRAVEL WARNINGS
1. Each person, prior to participating in a university-sponsored international trip, must personally complete, sign, and submit a *Student Travel Authorization Request*. This completed form is to be submitted to the sponsoring department and must be received a minimum of three weeks

SUBJECT: UNIVERSITY AUTHORIZED INTERNATIONAL TRAVEL

prior to the start of the program. Completed authorizations will be retained by the sponsoring department with copies provided to the Office of Public Safety.

2. No persons under the age of 18 will be eligible to participate in a university-sponsored international trip.
3. University student groups traveling outside the U.S. must be supervised by a University faculty or staff member or other University employee, who is designated as the trip advisor.
4. The trip advisor has the authority to enforce compliance with university policies by all persons participating in the trip.

IV. Faculty International Travel Requirements

- A. Faculty traveling with university sponsored and authorized student groups should obtain proper travel authorization, international medical insurance, and follow all policies concerning U.S. State Department Travel Advisories.
- B. Faculty also travel internationally to conduct research or attend conferences. As is always the case with University-sponsored travel, a travel authorization form must be completed and approved prior to departure, International medical insurance must also be secured, and can be obtained through the Study Abroad Office. The faculty member should also take into consideration the possibility that, if they encounter difficulties abroad, the University and even the U.S. Department of State may be unable to assist. Faculty traveling abroad are strongly urged to register with the relevant embassy, and can do so at:
<https://travelregistration.state.gov/ibrs>
- C. Should faculty members encounter problems when abroad, they should proceed to the nearest U.S. Embassy or Consulate for assistance. If possible, they should contact their relevant administrative unit (Dean or Department Chair).

V. University Response to State Department Risk Advisories

A. "Travel Warnings"

No student or employee shall be required to participate in an educational activity under University auspices in a country for which the U.S. Department of State has

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.30
Date Approved: 03/26/10
Date Amended:
Reviewed w/ No Changes:

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.30
Date Approved: 03/26/10
Date Amended:
Reviewed w/ No Changes:
Office of Responsibility: VP SS
Page 5 of 8

SUBJECT: UNIVERSITY AUTHORIZED INTERNATIONAL TRAVEL

In any situation involving a Department of State travel notice, the special conditions that caused the notice (Travel Warning or Travel Alert) to be issued * may warrant additional

SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 5.30
Date Approved: 03/26/10
Date Amended:
Revie

SUBJECT: UNIVERSITY AUTHORIZED INTERNATIONAL TRAVEL

transportation for return to the campus. The cost of such return transportation will be charged against University funds, but the University reserves the right to obtain reimbursement from the offender.

3. Reports of Accidents, Illness or injury. Any accident or other occurrence causing physical injury to persons or property occurring in the course of an international trip, including accidents involving University vehicles, should be reported promptly to appropriate campus officials.
4. In the event of illness or injury involving hospitalization of a program participant, the trip advisor (or designee) will contact the University's Office of Public Safety, the Vice President for Student Affairs and/or the Provost, or the appropriate designee, as soon as possible. Parents and/or spouses will be notified and determinations made relative to alternate travel, companionship and other needs specific to the circumstances.

FORMERLY
DO NOT