



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	International Travel for Students, Faculty, and Staff	<b>Policy Number</b>	252
<b>Section</b>	Financial Affairs and Development	<b>Approval Date</b>	June 22, 2017
<b>Subsection</b>	Travel	<b>Effective Date</b>	June 22, 2017
<b>Responsible Office</b>	Office of the Senior Vice President of Academic Affairs		

### 1.0 PURPOSE

1.1 Utah Valley University supports international travel for bona fide university business and education purposes. The University provides opportunities for students, faculty, and staff to travel to attend conferences or professional organization meetings; conduct research; study cultures and languages; promote collaboration with peer institutions; represent the University; and for other sanctioned academic, administrative, and student activities. This policy outlines the authorization process for international travel, ensures university compliance with federal export control regulations, establishes safety and security procedures, and addresses other related requirements to mitigate the risks associated with international travel.

### 2.0 REFERENCES

- 2.1 49 USC 40118 *Fly America Act*
- 2.2 US Department of State “Travel Alerts and Warnings”
- 2.3 UVU Policy 142 *Export Control*
- 2.4 UVU Policy 162 *Sexual Misconduct*
- 2.5 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.6 UVU Policy 204 *Appropriateness of Expenditures*
- 2.7 UVU Policy 251 *Traveling on University Business*
- 2.8 UVU Policy 541 *Student Code of Conduct*
- 2.9 UVU Policy 710 *Clery Act Compliance*



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### 3.0 DEFINITIONS

**3.1 Accompanying adult:** An individual 18 years of age or older who is not a current university employee or student but has been approved through this policy to accompany an individual who is traveling as part of a university travel program. This term does not apply to adults who are formally registered to participate in extracurricular (noncredit) travel programs.

**3.2 Accompanying minor:** An individual younger than 18 years of age who is not currently enrolled at the University but has been approved to accompany his/her legal guardian on a university travel program.

**3.3 CDC Alert Level 3:** A warning issued by the US Centers for Disease Control and Prevention (CDC) indicating that travel to a stated area is high risk and nonessential travel should be avoided. The warnings arise from concerns about disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers' health.

**3.4 Export control:** US laws restricting the shipment, transmission, and transfer of certain items, software, technology, and services from the United States to foreign countries, and the restriction of "deemed exports," which are releases of controlled technology and software source code, visually or verbally, to foreign nationals located in the United States.

**3.5 Global Engagement Advisory Board:** A group comprised of appointed representatives from Academic Affairs and Student Affairs. This board reviews requests and makes recommendations for all international travel programs.

**3.6 High-risk travel:** Travel to a country under a CDC Alert Level 3 (3.3) or US Department of State Travel Warning (3.12).

**3.7 International travel:** Travel to any country or region outside the United States and its territories/possessions, or as specifically defined by contracting agencies.

**3.8 Personal guest:** An individual (who is not an accompanying adult) traveling with a UVU employee who is on university-authorized travel not involving travel programs or students, and whose travel itinerary, arrangements, and expenses for which the University shall not be responsible.

**3.9 Program director:** A full-time university employee designated to supervise a student group participating in a university-authorized domestic or international travel program.

**3.10 Travel Alert:** A communique issued by the US Department of State to identify a particular country or region where short-term events, such as inclement weather, demonstrations, elections, outbreaks of contagious disease, or elevated risks of terrorist attacks, may pose imminent risks to the security of US citizens. Travel Alerts are canceled when such events have passed.



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**3.11 Traveler:** An individual authorized through this policy to travel on bona fide university business (including educational and intercultural travel programs and travel to international conferences, but excluding internships in which the University is not the employer), the expenses of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, etc.

**3.12 Travel Warning:** A communique issued by the US Department of State that strongly warns US citizens against travel in identified countries or regions where long-term conditions, such as unstable government, civil war, ongoing intense crime or violence, embassy closures, or frequent terrorist attacks, may make travel dangerous for US citizens. US government employees generally are not permitted to conduct official or personal travel to a country under a Travel Warning. Travel Warnings remain in place for as long as the conditions persist and until the country/region stabilizes.

### 4.0 POLICY

#### 4.1 Scope and Applicability

**4.1.1** To ensure the safety of individuals participating in university-authorized international travel, the University establishes travel authorization, insurance, security, and training requirements. Travelers must comply with the requirements established in this policy.

**4.1.2** Travel authorized prior to the enactment of this policy shall be bound by the policies and procedures in place at the time the travel was approved by the University.

**4.1.3** In addition to the requirements established in this policy, travelers are responsible for adhering to Policy 251 *Traveling on University Business*.

**4.1.4** If travel is not authorized and executed under the requirements of university policy, individuals who thereafter determine to travel without the University's authorization do so at their own risk, assuming all responsibility for costs incurred, harm, complications, detention, and/or death, thereby absolving and releasing the University from all risk, liability, and responsibility for or association with the unauthorized travel.

**4.1.5** University employees who violate this policy, including but not limited to failing to register with and obtain travel clearance from the University's Office for Global Engagement (GEO) and/or failing to comply with the training, release, and other requirements set forth by GEO, may be subject to discipline through the University, up to and including suspension of university international travel privileges and/or termination of employment.

#### 4.2 International Travel Requirements

**4.2.1** Travelers must comply with the training, release, and other requirements set forth by GEO.

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**4.2.2** University employees must register with and obtain travel clearance through or from GEO for themselves and any additional travelers (students, accompanying adults and minors, etc.) before travel. University employees are responsible for ensuring GEO has a complete record of all persons who intend to travel in any capacity (including accompanying adults and minors), in full or in part, with a university-authorized international traveler or travel group.

**4.2.3** Travelers shall comply with all federal export control laws in accordance with Policy 142 *Export Controls*.

**4.2.4** International travelers shall ensure that all necessary passport and visa arrangements have been completed prior to the proposed travel date.

**4.2.5** All international travelers, including any accompanying adults and/or minors, must enroll in UVU's currently approved travel insurance plan.

**4.2.6** Personal guests shall be responsible for obtaining their own travel insurance. The University strongly recommends that personal guests, when traveling internationally, obtain travel insurance through the same vendor and on the same plan as the university employee with whom they will travel. In cases of emergency or evacuation, the University will be unable to assist uninsured personal guests or those insured through different vendors or on different plans.

**4.2.7** Travel funded, in part or in full, through federal grants or contracts must comply with the transportation requirements established in the *Fly America Act*.

**4.2.8** To ensure compliance with the terms and conditions of externally sponsored programs, advance approval by the Office of Sponsored Programs and the University's Compliance Officer is required for all foreign travel paid from external funds, including federal grants and contacts.

**4.2.9** Students who are planning to participate in any university-sponsored travel program must be in good academic standing and in compliance with all university policies and procedures, including Policy 541 *Student Code of Conduct*. In addition, students planning to participate in an academic, credit-bearing travel program must be enrolled and registered with the University during the academic semester in which the program will be occurring.

### **4.3 Traveling Internationally with Students**

**4.3.1** University student groups traveling internationally should be supervised by a program director. Upon review and approval, GEO will permit undergraduate students to travel on university business unaccompanied.

**4.3.2** For the University's policy on faculty, staff, and students sharing accommodations, see Policy 251 *Traveling on University Business*.



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**4.3.3** Students participating in international internships may travel unaccompanied as long as the student completes all internship program requirements, including signing a university travel waiver before traveling to the internship location.

### **4.4 Accompanying Adults and Minors**

**4.4.1** Upon approval by GEO and completion of the University's required agreements and releases, adults not affiliated with the University may accompany a university employee who is leading a study abroad or other international travel group. In such a case, the role of the accompanying adult(s) must be agreed upon in advance, and in writing, between the individual, the program director, and GEO. In no event may an accompanying adult be assigned any supervisory or other university work duties without approval by GEO and Human Resources.

**4.4.2** Upon approval by GEO and completion of the University's required agreements and releases, minors may accompany a university employee or an approved accompanying adult on a study abroad or other international travel group. However, the program director(s) of a travel program must be available at all times to respond to student needs or emergencies. For this reason, it is not recommended that program directors, other university employees, or accompanying adults participating in university travel programs be accompanied by minor children. In certain circumstances, minor children (for whom a traveler has legal guardianship) may be permitted to accompany university employees or accompanying adults on international travel programs with the approval of the program director(s) and GEO, and with the completion of, by the minor's legal guardian(s), the University's agreements and releases related to such travel.

**4.4.3** Accompanying minors must be under the direct supervision of an adult having no formal or informal role in the program (i.e., a full-time caretaker) at all times for the duration of the trip.

**4.4.4** Travelers authorized to bring accompanying minors must ensure that all international customs and border patrol requirements pertaining to minor children (both for the United States and for the areas to which they are traveling) are met prior to departure.

**4.4.5** The University reserves the right to impose limits and/or conditions on the role, activities, and presence of any adult or minor who accompanies the program. Such limits or conditions shall derive from programmatic concerns related to health, safety, or security, as determined by the University.

**4.4.6** The presence of accompanying adults/minors may not disrupt or alter the study abroad or travel program in any way. In addition to the requirements of this policy, travelers authorized to bring accompanying adults/minors shall also be responsible for the policies pertaining to guest travel set forth in Policy 251 *Traveling on University Business*.



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**4.4.7** Adults who are not affiliated with the University and not accompanying a university-authorized traveler (i.e., not considered an accompanying adult under this policy) may participate in extracurricular (noncredit) travel programs when formally registered with the program and GEO, and only after program participation priority is given to current students.

**4.4.8** Undergraduate students traveling as part of an undergraduate study abroad group or other for-credit, university-sponsored student group shall not be permitted to have personal guests accompany them (unless both are registered students and both have applied and been accepted into the same travel program).

**4.4.9** Graduate students participating in immersion experience trips in UVU graduate programs are permitted to have an accompanying adult travel with them as long as the student and accompanying adult sign all required waivers and other forms, participate in required training, and pay for all travel-related costs associated with the accompanying adult's travel. For international destinations, accompanying adult travel must be approved by the appropriate dean and as recommended by the Global Engagement Advisory Board.

### **4.5 University Response to US Department of State Risk Advisories**

**4.5.1** The University endeavors to monitor regions and countries for which the US Department of State issues Travel Alerts or Travel Warnings, for regions under a CDC Alert Level 3, and for countries under sanctions or embargo by the US Department of Treasury where travel by university employees or students might occur.

**4.5.2** As set forth in sections 5.3 and 5.4, the University may prohibit or suspend travel to regions or countries where Travel Alerts or Travel Warnings have been issued or to areas experiencing serious outbreaks of infectious disease upon the advice of the University's infectious disease specialist, Emergency Risk Management, and/or warnings from organizations such as the US Centers for Disease Control and Prevention (CDC).

**4.5.3** In cases where travel is postponed or suspended due to the imposition of a Travel Alert, Travel Warning, or CDC Alert Level 3, the program director, in consultation with the relevant department and GEO, shall determine the amount to be returned to the appropriate program/individual. Whenever possible, personal funds expended for previously authorized travel will be returned to travelers when a trip is cancelled for reasons outside of the travelers' control. Travelers in academic programs who are required to return from travel early due to an active Travel Warning or CDC Alert Level 3 may be eligible to receive full or partial academic credit, pursuant to program objectives and activities completed at the time of departure.

**4.5.4** Except in very limited circumstances as authorized by the Senior Vice President of Academic Affairs (SVPAA), the University may not authorize or otherwise sponsor any international academic or extracurricular project in any country or region for which the US



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Department of State currently has ordered the withdrawal of all US citizens and nonemergency personnel. This restriction shall apply through the date of departure.

**4.5.5** The University shall not require any student or employee (faculty, staff, or administrator) to travel to a country or region for which the US Department of State has issued a Travel Alert or Travel Warning or to areas under a CDC Alert Level 3.

### **4.6 Mandatory Reporting**

**4.6.1** As mandated by federal law and in accordance with university Policy 407 *Clery Act Compliance*, university employees who are traveling with students internationally are required to promptly report to the Chief of UVU Police and the Title IX Coordinator instances of Clery-reportable crimes (as outlined in Policy 407) that are reported to them. In addition, university employees who are traveling with students internationally shall promptly report instances of sexual harassment, discrimination, and/or misconduct that they become aware of to the Title IX Coordinator, in accordance with the procedures outlined in Policy 162 *Sexual Misconduct*.

### **4.7 Driving Motor Vehicles while Abroad**

**4.7.1** Absent exceptional circumstances approved by the program director, students shall not be permitted to drive any motorized vehicle while participating in university-sponsored international travel programs, regardless of whether the student is familiar with the area or the local driving laws and customs. In countries where driving laws are significantly different from those in the United States, such as the United Kingdom, Hong Kong, Australia, or Ireland where drivers travel on the left side of the road, or in other countries where the driver would experience a completely different driving environment, driving will become more of a challenge and insurance coverage can be prohibitive. If a driver is involved in a vehicle accident resulting in damages or injuries to another party, the driver may be detained by local authorities until a settlement is arranged with the injured party. Furthermore, depending upon the extent of damages or injuries to the other party, the driver may face charges filed by the country's judicial authorities.

**4.7.2** Program directors or supervising employees who drive motorized vehicles while abroad must have a valid and appropriate license and follow all applicable local laws, safety precautions, and university policies.

## **5.0 PROCEDURES**

### **5.1 International Travel Procedures**

**5.1.1** Travelers must submit international travel requests and obtain required approvals in accordance with university guidelines. Program directors are responsible for submitting travel requests on behalf of their travel groups. The following documentation and requirements must be

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completed at least one month prior to departure for the approval of all international travel requests:

- 1) Clearance from GEO (for international travel involving university student groups)
- 2) Completed and approved travel request through the university online travel tool; and, if applicable, the *Exemption Request for Travel Form* (for groups or individuals participating in high-risk travel)
- 3) *Assumption of Risk and Release Form* for all travelers; and, if applicable, *High-Risk Travel Waiver* (for groups or individuals participating in high-risk travel)
- 4) Enrollment in the University's currently approved travel insurance plan (no later than 14 days prior to departure, unless an exception to this deadline is approved by the SVPAA)
- 5) Clearance of export control requirements
- 6) Mandatory training required for faculty and staff traveling with at least one student
- 7) Additional requirements deemed necessary by GEO, the Travel Office, and other applicable offices

**5.1.2** First-time travelers are required to complete export control/risk management training. When applicable, all travelers are required to submit export control disclosure forms to the University Compliance Office prior to travel. This training and disclosure helps travelers assess whether they will be traveling with items or accessing information abroad for which they must obtain export control clearance. This training must be retaken every two years. If it is determined travelers will be traveling with such items or information, they must, in consultation with the University Compliance Officer, meet export control requirements. If such items or information requires a license, travelers are encouraged to consult with University Compliance Office at least six months prior to traveling to better ensure the granting of license by the federal government prior to travel.

**5.1.3** Travelers shall consult with GEO to determine if there is a US Department of State Travel Warning or Travel Alert or a CDC Alert Level 3 for the countries or regions to which they propose to travel. If such alerts or warnings exist, travelers must meet the requirements and approvals in sections 5.3 and 5.4 below before proceeding with such travel.

### **5.2 Preparation for International Travel**

**5.2.1** GEO, in collaboration with various risk-related offices across campus responsible for health, safety, and compliance, will provide mandatory health and safety training for all program directors, students, staff, and accompanying guests prior to engaging in travel. A country-specific orientation with an emphasis on safety issues may be presented by the program director to all

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travelers. GEO will determine how often such trainings must be attended by travelers, including whether prior training satisfies the requirements for an upcoming trip.

**5.2.2** Program directors must ensure that all travelers, including students, faculty, staff, and any other accompanying adults/minors, have provided their emergency contacts to GEO prior to departure. A copy of this information will be distributed to University Marketing and Communications, Risk Management, University Police, and the SVPAA or other appropriate vice president.

**5.2.3** Program directors are required to send a list of travelers, together with itinerary and overseas contact information, to the US embassy or consulate nearest to the program site. This registration may be completed online at <https://travelregistration.state.gov>.

### **5.3 Travel Alert Procedures**

**5.3.1** When the US Department of State issues a Travel Alert that restricts or otherwise strongly urges US citizens against travel to a country or region, the University's current travel programs in that country/region may be suspended.

**5.3.2** New or continuing travel during a Travel Alert, either before the trip has commenced or where travelers are already in the country or region for which a Travel Alert has been issued, will be permitted only if approved by GEO and the SVPAA, in consultation with the General Counsel and other applicable university officials.

**5.3.3** Travelers who elect to remain in a country/region under a current Travel Alert without obtaining permission from the University under this policy must recognize that they do so at their own risk, that the University shall retain no further liability for or association with the unauthorized travel, and that the travel thereafter shall no longer be eligible for academic credit and/or expense reimbursement from the University.

### **5.4 High-Risk Travel Procedures**

**5.4.1** The University shall not offer travel programs, and university employees and students should not commence or continue travel, to a country or region that is on the US Department of State Travel Warning or CDC Alert Level 3 list, except in unusual and limited circumstances and only if preapproved in accordance with this policy. University employees should avoid submitting abstracts for presentations or conferences in locations on the Travel Warning or CDC Alert Level 3 lists.

**5.4.2** Requests for exceptions for faculty, administrators, staff, and students must come to GEO for review and must be approved by the SVPAA, in consultation with the General Counsel and other applicable university officials. Travelers who are granted exceptions will be required to sign the University's *High-Risk Travel Waiver*.



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**5.4.3** Travelers who elect to remain in a country/region during a Travel Warning or CDC Alert Level 3 without obtaining permission from the University under this policy may be subject to discipline and must recognize that they do so at their own risk, that the University shall retain no further liability for, or association with, the unauthorized travel, and that the travel thereafter shall no longer be eligible for academic credit and/or expense reimbursement from the University.

### 5.5 International Travel Emergency Procedures

**5.5.1** International travelers must take into consideration the possibility that, should they encounter difficulties abroad, the University and even the US Department of State may be unable to assist.

**5.5.2** Prior to departure, all international travelers (including all accompanying adults/minors and personal guests) should register with the US embassy(ies) in the area(s) to which they are traveling.

**5.5.3** Should travelers encounter an emergency while abroad, and only if it is safe to do so, they should proceed to the nearest US embassy or consulate for assistance as soon as possible.

**5.5.4** Additional resources for assistance while abroad:

1) Call Overseas Citizens Services at 1 (202) 501-4444 (for emergencies or to report a lost or stolen passport).

2) Call the local authorities (ambulance, police, etc.).

3) Contact family.

4) Contact the on-site program director.

5) Contact the Office for Global Engagement at 1 (801) 863-8342 during business hours, or after business hours at 1 (801) 863-7301.

POLICY HISTORY		
November 28, 2018	Non-substantive change: In sections 2.8 and 4.2.9, updated Policy 541 title from <i>Student Rights and Responsibilities</i> to <i>Student Code of Conduct</i> .	UVU Policy Office
March 2018	Non-substantive change: <ul style="list-style-type: none"> <li>Policy 407 renumbered to 710</li> </ul>	UVU Board of Trustees
June 22, 2017	Regular policy approved to replace Temporary Emergency policy.	UVU Board of Trustees



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September 8, 2016	New policy approved as Temporary Emergency policy.	UVU Board of Trustees