



# 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>	May 9, 2023
<b>Subsection</b>	Travel	<b>Effective Date</b>	May 9, 2023
<b>Responsible Office</b>	Office of the Provost		

### 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 Advisories”
- 2.3 UVU Policy 142 *Export Control*
- 2.4 UVU Policy 162 *Title IX Sexual Harassment*
- 2.5 UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*
- 2.6 UVU Policy 201 *General Fiscal Policies and Procedures*
- 2.7 UVU Policy 204 *Appropriateness of Expenditures*
- 2.8 UVU Policy 251 *Traveling on University Business*
- 2.9 UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours*
- 2.10 UVU Policy 541 *Student Code of Conduct*



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2.11 UVU Policy 601 *Classroom Management*

2.12 UVU Policy 710 *Clery Act Compliance*

### 3.0 DEFINITIONS

**3.1 Accompanying adult:** An individual 18 years of age or older who is not part of the university sponsoring group and has been approved through this policy's procedures to accompany a UVU employee, who is traveling as part of an international travel program.

**3.2 Accompanying minor:** An individual younger than 18 years of age who has been approved to accompany their legal guardian on an international travel program.

**3.3 CDC Warning Level 3 (Avoid Non-Essential Travel):** 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 High-risk travel:** Travel to a country under a CDC Warning Level 3 (see 3.3) or US Department of State Travel Advisory (see 3.9).

**3.6 International travel for university business:** International travel on behalf of the University for which UVU funds are expended, UVU employees are involved, and/or university faculty or staff coordinate travel or program logistics. This also includes international programs in which students participate for credit or non-credit.

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

**3.8 Traveler:** An individual authorized through this policy to travel on bona fide international travel for university business (as defined in section 3.6), the expenses of which are paid, in full or in part, by university funding, including grants, contracts, cooperative agreements, scholarships, etc.

**3.9 US Department of State Travel Advisories:** The US Department of State has established four standard levels of advice, which describe the risks and provide clear actions US citizens should take to help ensure their safety when traveling abroad:



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**3.9.1 Level 1 (Exercise Normal Precautions):** This is the lowest advisory level for safety and security risk. There is some risk in any international travel. Conditions in other countries may differ from those in the United States and may change at any time.

**3.9.2 Level 2 (Exercise Increased Caution):** Be aware of heightened risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**3.9.3 Level 3 (Reconsider Travel):** Avoid travel due to serious risks to safety and security. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

**3.9.4 Level 4 (Do Not Travel):** This is the highest advisory level due to greater likelihood of life-threatening risks. During an emergency, the US government may have very limited ability to provide assistance. The Department of State advises that US citizens not travel to the country or to leave as soon as it is safe to do so. The Department of State provides additional advice for travelers in these areas in the Travel Advisory. Conditions in any country may change at any time.

### 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 UVU 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.



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### 4.2 International Travel Requirements

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

4.2.2 University employees must register with and obtain travel clearance through or from GEO for themselves and any additional travelers (undergraduate and graduate 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 UVU 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 Travel funded, in part or in full, through federal grants or contracts must comply with the transportation requirements established in the *Fly America Act*.

4.2.7 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 contracts.

4.2.8 Donors and other special guests approved by the University traveling with UVU groups must comply with all requirements of section 4.2. The university group sponsoring the international trip is responsible for

4.2.8.1 Ensuring that donors submit to GEO the *Assumption of Risk and Release Forms* (found on the Office of Global Engagement website) and any other required travel documentation based on travel destination and conditions and

4.2.8.2 Providing to GEO any donor information required for travel insurance.

### 4.3 Traveling Internationally with Students

4.3.1 Undergraduate and graduate students 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 UVU 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 occurs.



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

**4.3.3** Undergraduate and graduate students participating in international field experiences (including but not limited to internships, directed readings, independent study, practicums, special topics, conferences, volunteer programs, and engaged learning experiences) may travel unaccompanied if the student completes all GEO requirements. International internship students must also complete all internship program requirements before traveling to the internship location.

**4.3.4** Program directors are responsible for ensuring proper compensation and classification of employees accompanying their travel. Any traveling non-exempt full-time or part-time employees, for example, must be compensated in accordance with UVU Policy 325 *FLSA Compliance: Exempt/Nonexempt Classifications, Wages, and Work Hours*. Students expected to perform tasks for logistical support or assume leadership roles beyond those that would typically occur in a regular classroom should be classified as employees under UVU Policy 325 and must undergo formal hiring through People and Culture before departing on the trip or performing any such tasks. Students and community members cannot volunteer to provide services usually paid for as work by the University in exchange for in-kind compensation, such as airplane tickets, scholarships, extra privileges, or leadership/decision-making roles.

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

### **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 an international travel program. 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 People and Culture.

**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 an international travel program. However, the program director(s) of a travel program must always be available 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.



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**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 presence of accompanying adults/minors may not disrupt or alter the international travel program. 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. Faculty may exclude non-students from the learning environment or program activities consistent with Policy 601 *Classroom Management*.

**4.4.6** 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 UVU Policy 251 *Traveling on University Business*.

**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) and other international travel for university business when formally registered with the program and GEO.

**4.4.8** Graduate and undergraduate students traveling as part of an international travel program group or other for-credit or non-credit university-sponsored student group shall not be permitted to have accompanying adults and/or minors travel with them (unless both are registered students and both have applied and been accepted into the same travel program).

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

**4.5.1** The University endeavors to monitor regions and countries where travel by university employees or students might occur for any active US Department of State Travel Advisories, US Centers for Disease Control and Prevention (CDC) Level 3 (Avoid Non-Essential Travel) Warnings, and US Department of Treasury sanctions or embargos.

**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 the US Department of State has issued a Level 3 or 4 Travel Advisory, the CDC has issued a Warning Level 3, or to areas experiencing serious outbreaks of infectious disease upon the advice of the University's infectious disease specialist, Emergency Risk Management, and/or organizations such as the US Centers for Disease Control and Prevention.

**4.5.3** In cases where travel is postponed or suspended due to the imposition of a Level 3 or 4 Travel Advisory or CDC Warning Level 3, the program director, in consultation with the



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relevant department and GEO, shall determine the amount of funds 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 required to return from travel early due to an active Level 3 or 4 Travel Advisory or CDC Warning 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 Chief International Officer and Deputy Provost, the University may not authorize or otherwise sponsor any international academic or extracurricular project in any country or region for which the US 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 Level 3 or 4 Travel Advisory or to areas under a CDC Warning Level 3.

### **4.6 Mandatory Reporting**

**4.6.1** As mandated by federal law and in accordance with UVU Policy 710 *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 710) 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 UVU Policy 162 *Title IX Sexual Harassment* or UVU Policy 165 *Discrimination, Harassment, and Affirmative Action*.

### **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.



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**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 the Office for Global Engagement (GEO) guidelines. Program directors are responsible for submitting travel requests on behalf of their travel groups. The following documentation and requirements must be 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/Release* (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.
- 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** Exceptions to the deadline requirements specified in section 5.1.1 must be approved by the appropriate vice president in consultation with the Office for Global Engagement.

**5.1.3** Travelers are required to complete export control/risk management training. This training must be retaken every two years. When applicable, all travelers are required to submit export control disclosure forms to the University Compliance Office prior to travel. This training and disclosure help travelers assess whether they will be traveling with items or accessing information abroad for which they must obtain export control clearance. If it is determined travelers will be traveling with such items or information, they must, in consultation with the University Compliance Office, meet export control requirements. If such items or information requires a license, travelers are encouraged to consult with University Compliance Office at least





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six months prior to traveling to better ensure the granting of license by the federal government prior to travel.

**5.1.4** Travelers shall consult with GEO to determine if there is a Level 3 or 4 US Department of State Travel Advisory or a CDC Warning Level 3 for the countries or regions to which they propose to travel. If such advisories or warnings exist, travelers must meet the requirements and approvals in sections 5.3 and 5.4 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 travelers. GEO will determine how often such trainings must be completed 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 Deputy Provost or other appropriate vice president.

**5.2.3** Program directors are required to send a list of travelers, along with an itinerary and overseas contact information, to the US embassy or consulate nearest to the program site. This registration may be completed online at [step.state.gov](http://step.state.gov). If program directors encounter problems with or have questions about this process, may contact the Office for Global Engagement at [internationaltravel@uvu.edu](mailto:internationaltravel@uvu.edu).

### **5.3 Travel Advisory Procedures**

**5.3.1** When the US Department of State issues a Travel Advisory 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 Advisory, either before the trip has commenced or where travelers are already in the country or region for which a Travel Advisory has been issued, will be permitted only if approved by GEO and the Deputy Provost, in consultation with General Counsel and other applicable university officials.

**5.3.3** Travelers who elect to remain in a country/region under a current Travel Advisory 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



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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 with a Level 3 or 4 US Department of State Travel Advisory or CDC Warning Level 3, 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 with a Level 3 or 4 Travel Advisory or CDC Warning Level 3.

**5.4.2** Requests for exceptions for faculty, administrators, staff, and students must come to GEO for review and must be approved by the Deputy Provost, 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*.

**5.4.3** Travelers who elect to remain in a country/region during a Level 3 or 4 Travel Advisory or CDC Warning 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 liability for, or association with, the unauthorized travel, and that the travel thereafter shall not 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) should enroll their trip with the nearest US Embassy or Consulate via the [Smart Traveler Enrollment Program \(STEP\)](#).

**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.



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4) Contact the on-site program director.

5) Contact the Office for Global Engagement at 1 (801) 863-7192 during business hours, or after business hours at 1 (801) 863-7301.

<b>POLICY HISTORY</b>		
September 8, 2016	New policy approved as Temporary Emergency policy.	UVU Board of Trustees
June 22, 2017	Regular policy approved to replace Temporary Emergency policy.	UVU Board of Trustees
March 2018	Non-substantive change: Policy 407 renumbered to 710.	UVU Board of Trustees
November 28, 2018	Non-substantive change: In sections 2.8 and 4.2.9, updated Policy 541 title from Student Rights and Responsibilities to Student Code of Conduct.	UVU Policy Office
August 2, 2019	Non-substantive change: Updated “Senior Vice President of Academic Affairs” to “Provost.”	UVU Policy Office
April 28, 2022	Temporary policy approved.	UVU Board of Trustees
May 9, 2023	Regular policy approved with revisions.	UVU Board of Trustees
January 4, 2024	Non-substantive changes to change “Human Resources” to “People and Culture”	UVU Policy Office



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