

## VIII-11.10-POLICY ON INTERNATIONAL TRAVEL APPROVAL

### I. PURPOSE

A global perspective is essential to BSU's academic mission, and the university supports international travel to conduct research, study cultures, promote collaboration with peer institutions, represent the university, and for other academic, administrative, and sanctioned student activities. The purpose of this policy is to outline the approval process for university-supported or university-related international travel, and related requirements, thereby promoting such travel while mitigating associated risks.

### II. APPLICABILITY

This policy applies to all university-supported or university-related international travel ("International Travel"), including but not limited to study, research, internships, service, conferences, presentations, teaching, performances, or athletic competitions, co-curricular, or administrative purposes (with or without a student or students), exchange programs, and student group travel (of any duration and whether offered for credit or not). This policy applies regardless of whether the International Travel is undertaken by faculty, staff, or students and regardless of whether organized by Colleges, departments, faculty, staff, student organizations, or students. This policy also applies to all BSU employees and students who, as defined by this policy, organize International Travel ("Travel Organizers") or approve it ("Travel Approvers"). This policy further applies to International Travel to both Ordinary Risk and High Risk Destinations.

### III. DEFINITIONS

- A. High Risk Destination: A high-risk destination is one that is defined by International SOS as an "extreme risk" or a "high risk" destination. All destinations that do not meet these criteria may be considered Ordinary Risk Destinations.
- B. International Travel: Any university-sponsored or university-related International Travel, with or without a student or students, by employees or students, including but not limited to:
  - 1. International research, teaching, and administrative travel, with or without students;
  - 2. Study abroad;
  - 3. Exchange programs; and

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4. Student group travel (of any duration and whether offered for credit or not).

For purposes of this policy, International Travel is university-related when:

1. the travel is undertaken because an individual is acting in an academic or professional capacity relevant to the person's areas of responsibility, activities (including co-curricular and extracurricular ones), course of research, teaching, or study at BSU, or
2. is undertaken with or organized by any BSU organization, division, department, or office, even if not for an academic or professional purpose.

For purposes of this policy, university-sponsored International Travel is any international travel that is funded to any degree by the university.

Travel with non-BSU organizations may still qualify as university-supported or university-related International Travel.

- C. Ordinary Risk Destination: An Ordinary Risk Destination is one that is defined by International SOS as a "low risk" or a "moderate risk" destination. All destinations that do not meet these criteria may be considered High Risk Destinations.
- D. Travel Approver: A Travel Approver is an individual who is authorized to approve international trips for university-supported or university-related travel for travelers who are either employees or students of Bowie State University. Examples of Travel Approvers are deans, vice presidents, provost, each of whom has this authority under specified circumstances.
- E. Travel Organizer: A Travel Organizer is anyone who undertakes arrangements for international travel for a group of travelers who participates in the trip voluntarily rather than as an assignment for work or school. For instance, a Travel Organizer might be a faculty member who offers a short-term overseas course or a student activities director who invites members of a specific student group to join in an international trip. For BSU-sponsored groups, Travel Organizers must obtain appropriate BSU approvals under this policy to arrange for the group to study or visit outside the United States. They are also required to take specific steps outlined in this policy in preparation for the travel. Travel organizers may or may not actually participate in the travel. A Travel Organizer does not refer to a person making travel arrangements for a group of employees traveling as part of their work assignment, such as various faculty members attending a conference or various staff members traveling for fundraising purposes.

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IV. SCOPE OF POLICY

This policy describes the requirements that must be met before and during International Travel, including, but not limited to:

- A. Pre-travel approval requirements for individual faculty and staff Travelers and Travel Organizers.
- B. Pre-travel Approval Requirements for undergraduate and graduate students.

Type of Faculty or Staff International Travel	Required Pre-Travel Approval for Faculty or Staff Travel
<p><u>Without students</u> to either Ordinary Risk Destinations or High Risk Destinations</p>	<p><b>No formal approval required.</b></p> <p>Travelers are strongly encouraged to review the International SOS Global Security Information<sup>1</sup> as well as the U.S. <a href="#">Department of State</a> travel planning resources and other pertinent information.</p>
<p><u>With students</u> to Ordinary Risk Destinations</p>	<p><u>Faculty Travel Organizers</u> - obtain approval from Sponsoring Dean.</p> <p>Note: Faculty wishing to propose faculty-led study abroad with students should seek approval from their respective Dean.</p> <p><u>Staff Travel Organizers</u> - obtain approval from Sponsoring Vice President.</p>
<p><u>With students</u> to High Risk Destinations</p>	<p><u>Faculty Travel Organizers</u> – obtain approval from Sponsoring Dean and Provost</p> <p>Note: Faculty wishing to propose faculty-led study abroad with students must obtain approval from the Department Chair, Dean, the Vice President for Student Affairs, and Provost</p> <p><u>Staff Travel Organizers</u> – obtain approval from Sponsoring Vice President.</p>

<sup>1</sup> International SOS is the world’s leading medical and travel risk service company.

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- C. Pre-travel Registration Requirements for individual faculty and staff Travelers, Travel Organizers, and undergraduate and graduate students.
- D. Requirements applicable to Travel Approvers are listed in Appendix A.
- E. The appropriate Dean, Vice President, or Provost, must approve all BSU-sponsored, BSU-supported or BSU-related Study Abroad programs at least three months in advance of the planned travel.

**V. PRE-TRAVEL APPROVAL REQUIREMENTS FOR INDIVIDUAL FACULTY AND STAFF TRAVELERS, AND FOR TRAVEL ORGANIZERS**

Type of Faculty or Staff International Travel	Required Pre-Travel Approval for Faculty or Staff Travel
<u>Without students</u> to either Ordinary Risk Destinations or High Risk Destinations	<b>No formal approval required.</b> Travelers are strongly encouraged to review the International SOS Global Security Information <sup>2</sup> as well as the U.S. <a href="#">Department of State</a> travel planning resources and other pertinent information.
<u>With students</u> to Ordinary Risk Destinations	<p><u>Faculty Travel Organizers</u> - obtain approval from Sponsoring Dean.                      Note: Faculty wishing to propose faculty-led study abroad with students should seek approval from their respective Dean.</p> <p><u>Staff Travel Organizers</u> - obtain approval from Sponsoring Vice President.</p>
<u>With students</u> to High Risk Destinations	<p><u>Faculty Travel Organizers</u> - obtain approval from Sponsoring Dean and Provost                      Note: Faculty wishing to propose faculty-led study abroad with students must obtain approval from the Department Chair, Dean, the Vice President for Student Affairs, and Provost</p> <p><u>Staff Travel Organizers</u> - obtain approval from Sponsoring Vice President.</p>

<sup>2</sup> International SOS is the world’s leading medical and travel risk service company.

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VI. PRE-TRAVEL APPROVAL REQUIREMENTS FOR UNDERGRADUATE AND GRADUATE STUDENTS

Type of International Travel	Required Written Approvals for Persons Traveling
<p><u>Undergraduate students studying internationally</u> (traveling to another country to participate in an academic program for credit or transfer credit at BSU at any time of year and for any duration)</p>	<p>Students in this category must consult respective Department chair or Program Coordinator for all academic and travel policies and requirements.</p>
<p><u>Graduate students participating in a program organized by a BSU faculty for academic study</u></p>	<p>Students in this category must consult their respective Dean's office for all academic and travel policies and requirements.</p>
<p><u>Undergraduate and Graduate students traveling under the auspices of any student or other University organization that does not constitute study abroad or international study and those traveling individually for internship or research purposes connected to their academic work.</u></p>	<p><u>Ordinary Risk:</u> Obtain approval from Sponsoring Vice President, or, if connected to academic work, faculty advisor/program coordinator/department chair/Dean.</p> <p><u>High Risk:</u> Obtain approval from Sponsoring Vice President, Provost, or if connected to academic work, faculty advisor/program coordinator/department chair/Dean.</p> <p>Note: Travel on sponsored projects requires Director of Research and Sponsored Programs approval.</p>

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VII. PRE-TRAVEL REGISTRATION REQUIREMENTS FOR BSU INTERNATIONAL TRAVEL

	A	B	C	D	E	F
	Consult Int'l SOS Risk Assessments	International SOS Travel Registration	U.S. Department of State Email Alert Subscription	U.S. Department of State Travel Registration	Health Insurance Coverage Verification	Consent and Acknowledgment of Risk and Release or Participation in a BSU Supported or Related International Activity
Faculty/Staff Individual Int'l Travel	•	•	•		•	
Faculty/Staff Travel as a <i>Travel Organizer</i>	•	•	•	•	•	
Students Int'l Travel to a <i>High Risk Destination</i>	•	•	•	•	•	•
Students Int'l Travel to a <i>Low Risk Destination</i>	•	•	•	•	•	•

	G	H	I	J	K	L
	Emergency Contact Info Provided to BSU	Itinerary and In-country Contact Info Provided to BSU	Passport Info Provided to BSU	Int'l Cell Phone	BSU Contact Info	Pre-Departure Orientation
Faculty/Staff Travel as a <i>Travel Organizer</i>	•	•	•	•	•	•
Students Int'l Travel to a <i>High Risk Destination</i>	•	•	•	•	•	•
Students Int'l Travel to a <i>Low Risk Destination</i>	•	•	•	•	•	•

A. **Consult International SOS Risk Assessments.** Faculty and staff engaged in International Travel as Travel Organizers and students engaged in International Travel are required to review the security and medical risk ratings provided by International SOS for their destination(s); Faculty and staff engaged in individual International Travel are also encouraged to review the security and medical risk ratings provided by International SOS for their respective destination(s).

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Faculty, staff, and students are also advised to review the security warnings, alerts, travel planning resources, and other pertinent information provided by the U.S. [Department of State](#) for their destination(s).

- B. **International SOS Registration.** Faculty, staff, and students engaged in International Travel are required to register their travel plans in International SOS. International SOS provides coverage for medical emergencies and political threats, including coverage for evacuation services. International SOS also provides telephone advice and referrals, but it is not health insurance. Faculty, staff, and students are also required to print and carry their International SOS membership card for the duration of their travel.
- C. **U.S. Department of State Email Alert Subscription.** During the time of travel, faculty and staff engaged in individual International Travel are required to subscribe to and read e-mail alerts from the U.S. [Department of State](#) for the destination(s) to which they are traveling. Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are also required to subscribe to e-mail alerts from the U.S. Department of State.
- D. **U.S. Department of State Travel Registration.** Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are required to register their travel plans with the U.S. [Department of State](#).
- E. **Health Insurance Coverage Verification.** Faculty, staff, and students engaged in International Travel are required to have sufficient health insurance coverage for the duration of their travel.

Faculty, staff, and students engaged in International Travel on a non-Office for Study Abroad Program must verify that their own health insurance will cover them for the duration of their travel. If their own health insurance will not cover them while abroad, faculty, staff, and students may purchase short-term health insurance from various insurance carriers.

- F. **Risk and Release Form.** Students engaged in International Travel are required to sign a form called “Assumption of Risk and General Release for Participation in a BSU Supported or Related International Activity).”
- G. **Emergency Contact Information Provided to BSU.** Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are required to provide BSU with their emergency contact information.

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- H. **Itinerary Provided to BSU.** Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are required to provide BSU with their itinerary, including accommodation, transportation, and in-country contact information.
- I. **Passport Information Provided to BSU.** Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are required to provide BSU with their passport information.
- J. **International Cell Phone.** Faculty and staff engaged in International Travel as Travel Organizers are required to have a cell phone that will operate in the destination country; this contact number should be filed with BSU.

Travel Organizers also must provide their Travel Approver(s) with clear instructions for contacting the local sponsoring organization or institution, or alternatively a third party in the country who will be able to confirm the group's presence and circumstances.

- K. **BSU Contact Information.** Faculty and staff engaged in International Travel as Travel Organizers as well as students engaged in International Travel are required to carry the following pieces of contact information for the duration of their travel: BSU Police (301-860-4040).
- L. **Pre-Departure Orientation.** Faculty and staff engaged in International Travel as Travel Organizers are required to attend a pre-departure orientation organized by the Office for Study Abroad to cover safety, health, legal, and financial responsibilities, policies, and procedures.

Students engaged in International Travel on an Office for Study Abroad Program are required to attend a pre-departure orientation organized by the Office for Study Abroad.

Students engaged in International Travel on a non-Office for Study Abroad Program are required to attend a pre-departure orientation organized by the Office of International Programs.

- M. **Travel or Work Permit Visas.** Faculty and staff preparing for International Travel should consult the appropriate host country embassy or embassies to understand applicable visa or work permit requirements and to obtain any such visas or work permits prior to travel. Failure to obtain the appropriate visa or work permit may prevent the traveler from entering the host country. Studying or working in the host country without appropriate authorization may also be illegal under the host country's laws.

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**APPENDIX A**

**REQUIREMENTS FOR TRAVEL APPROVERS.** Travel Approvers are responsible for following the requirements set forth below when making determinations whether to allow or disallow university-sponsored or university-related travel.

**Assessing and Approving International Travel**

- A. Resources to Consider: Travel Approvers must consider, among other possible factors, the specific goals and activities of the anticipated travel program, the adequacy of planning and preparation of the Travel Organizer(s) or Travelers, and the general conditions they can expect to encounter. Travel Approvers must consult available information on travel, health and security risks, including resources such as:
1. International SOC Global Security Information;
  2. U.S. Department of State for any travel advisories in effect, and for general information on safety and health issues; and
  3. Centers for Disease Control and Prevention for information on health risks for the destination.
- B. Travel to High Risk Destinations
1. Where travel involves a High Risk Destination, Travel Approvers must consider whether the particular project or activity can be undertaken at a later date when conditions may have improved in the country and/or whether the activity can be carried out in another country.
  2. The Travel Approver has the authority to allow travel to High Risk Destinations in cases where the educational or professional benefit of the travel is, in his or her determination, sufficient to outweigh indications of risk. The Travel Approver must disallow travel in cases where educational or professional benefit is judged not to outweigh safety concerns.
  3. Final approval for travel to High Risk Destinations is the responsibility of President or his or her designee.

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**VIII. RELATED POLICY**

- BSU VIII - 11.00 - Policy on Travel  
[https://www.bowiestate.edu/files/resources/viii-1100-policy-on-travel\\_new.pdf](https://www.bowiestate.edu/files/resources/viii-1100-policy-on-travel_new.pdf)