

Title 4 – Codification of Board Policy Statements

Chapter 23

INTERNATIONAL TRAVEL

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Section 1. International Travel Policy

NSHE and its institutions are engaged around the world through the educational activities, research, and service of its faculty, staff, students, and volunteers, and NSHE encourages and supports international travel by faculty, staff, students, volunteers and other participants. This policy is intended to promote the health, safety and security of all members of the NSHE community, including but not limited to faculty, staff, students, volunteers and other participants, herein referred to as travelers, when traveling abroad in conjunction with any NSHE or institution affiliated activity.

(B/R 9/17)

Section 2. Institutional Policies

Each institution shall establish an international travel policy that includes, but is not limited to, the following provisions:

1. Institutional Review

All international travel in conjunction with any NSHE or institution affiliated activity must be reviewed through an institutional process set forth in the institutional policy or by the institution's risk manager to ensure that appropriate insurance has been obtained and assumption of risk and waiver of liability documents are executed. The institution shall be responsible for routine monitoring of worldwide travel alerts and warnings issued by the United States Government.

2. Travel Registry and Communications

A record of key travel information on the travelers to help facilitate response to an emergency or critical incident abroad shall be maintained by the institution. Key travel information includes, but is not limited to, the names of the travelers, locations to which they are traveling, method of travel, duration of travel, names of hotels or other accommodations, contact information for the traveler, and names and phone numbers of the traveler's emergency contact(s). The institution must establish a communication protocol for communication with travelers in emergency situations.

3. Insurance Requirements

At a minimum, the institution must ensure the following insurance coverage is in place for those who are traveling internationally in conjunction with any NSHE or institution affiliated activity:

- a. Accident and health insurance;
- b. Emergency evacuation insurance (coverage for emergency evacuation due to medical emergencies, political unrest or natural disaster); and
- c. Rental vehicle insurance: Those travelers who will be renting automobiles overseas must purchase full auto insurance, including liability and physical damage coverage.

4. Travel Warnings and Restrictions

In light of travel alerts and warnings issued by the United States Government, the institution may impose additional requirements on those travelers seeking to travel to destinations where health, safety, or security risks are determined to be of sufficient significance as to require unusual caution. Travel may be prohibited or suspended to any destination if significant health, safety, or security concerns pose risks that warrant such a decision. For example, travel to destinations experiencing serious outbreaks of infectious disease, war or violent civil unrest may be temporarily prohibited by the institution.

The institution policy must include but is not limited to the following:

- a. Students cannot be required to participate in any education abroad experience in destinations subject to a travel warning in order to satisfy a degree requirement;
- b. Regular recurring undergraduate study abroad programs may be suspended in destinations subject to a travel warning as a result of travel restrictions imposed by the institution. Regular recurring undergraduate study abroad programs are defined as those programs that take place annually; and
- c. Exceptions to paragraphs a and b above may be granted based upon institutionally-approved safety plans.

5. Export Control

International travel on behalf of an institution may be subject to export control regulations due to the technology, software, and/or technical data being taken out of the country, and/or due to the travel destination. When traveling with export-controlled items or information and/or to an embargoed country, the traveler must consult the institution Export Control Officer for assistance in evaluating export control concerns to reduce the likelihood of an export control or sanction violation.

6. Code of Conduct

The travelers are subject to the laws of the locations they visit. The institution is not responsible for the violation of any local laws by travelers. The applicable Student Code of Conduct, the NSHE Code and Handbook, institution administrative manual and other academic/institution/unit policies or rules apply to all travel in conjunction with NSHE or institutional affiliated activity abroad.

7. Post Trip Review

The institution may establish a post trip review process.

(B/R 9/17)

Section 3. Exclusions

This policy does not govern individual travel or travel programs that have no formal affiliation with NSHE or its institutions and/or are not approved by the institution and/or any University Studies Abroad Consortium (USAC) affiliated travel program.

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