

# BOARD OF REGENTS BRIEFING PAPER

## 1. AGENDA ITEM TITLE: Handbook Revision, NSHE International Travel Policy

MEETING DATE: September 7-8, 2017

### 2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Currently, Board policy does not address international travel by faculty, staff, students, volunteers and other participants. The *Procedures and Guidelines Manual* includes provisions regarding foreign travel, but only within the context of the export control policy (Chapter 16 of the *Procedures and Guidelines Manual*). Faculty, staff, students and others throughout the Nevada System of Higher Education (NSHE) are involved in international travel through educational activities, research and service worldwide. For such travel, NSHE Risk Management works with risk managers at the institutions and procures Foreign Voluntary Workers' Compensation, Medical Assistance Services, Employer's Foreign Liability, Accident Death & Dismemberment, Kidnap and Extortion, and Emergency Evacuation Repatriation insurance policies. The insurance brokers providing the necessary coverage require NSHE and its institutions to provide specific information regarding who is traveling, where the individuals are traveling, and method of travel, among other requirements.

In order to provide insurance brokers with accurate information and to avoid exclusions in provisions of the policy due to travel to countries with Department of State Travel Alerts or Warnings, there is a need for risk assessments and a higher level of review for those types of trips other than the export controls/ sanctions issues. System staff recommends adoption of a new Board policy governing international travel that provides clear guidelines to ensure appropriate institution procedures are in place for the protection of faculty, staff and students involved in international travel in conjunction with any NSHE or institution affiliated activity.

### 3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Delete Title 4, Chapter 23 (University Studies Abroad Consortium [USAC]) of the *Handbook*. In light of the action of the Board of Regent's on June 6, 2014, to approve the separation of USAC from UNR, the policy set forth in Title 4, Chapter 23 is no longer needed. The entire chapter may be deleted.

Replace Title 4, Chapter 23 of the *Handbook* with a new International Travel policy. Require institutions to adopt an international travel policy governing travel in conjunction with any NSHE or institution affiliated activity that includes, but is not limited to, institution review of such travel, a travel registry and communications plans, insurance requirements, travel restrictions, travel warnings, codes of conduct, and post trip review. Specify that the 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.

### 4. IMPETUS (WHY NOW?):

NSHE does not currently have a system-wide policy for international travel, and such a policy is recommended by NSHE risk managers to facilitate and ensure appropriate procedures and insurance coverage is in place when faculty, staff and students are traveling abroad in conjunction with any NSHE or institution affiliated activity.

### 5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Adoption of Board policy governing international travel will provide uniform guidance on the required institutional policies related to such travel by faculty, staff, students, volunteers and others, and will promote the health, safety and security of all members of the NSHE community when traveling abroad in conjunction with any NSHE or institution affiliated activity.
- International travel risk assessments and reviews are required by Risk Management for insurance purposes, and this policy will ensure the appropriate procedures are in place for these assessments and reviews.

### 6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been presented.

### 7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None have been presented.

**8. COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title #\_\_\_\_\_ Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
  - X Amends Current Board Policy: Title 4, Chapter 23
  - Amends Current Procedures & Guidelines Manual: Chapter #\_\_\_\_\_ Section #\_\_\_\_\_
  - Other:\_\_\_\_\_
  - Fiscal Impact: Yes\_\_\_\_\_ No X\_\_\_\_\_
- Explain:\_\_\_\_\_

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 23, *new* SECTIONS 1 - 3**  
**International Travel**

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**CHANGE THE TITLE OF CHAPTER 23 TO “INTERNATIONAL TRAVEL”**

**DELETE SECTIONS 1 THROUGH 10 AND INSERT THE FOLLOWING  
NEW SECTIONS 1 THROUGH 3:**

*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.*

*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 for 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.*

### **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.*