

Title/Subject: **APPROVAL FOR INTERNATIONAL TRAVEL (Travel Abroad)**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: July 1, 2018

Contact for More Information: Office of Risk Management

Board Policy Administrative Policy Procedure Guideline

PURPOSE:

The mission of Central Michigan University (CMU) is to serve as a community committed to the pursuit of knowledge, wisdom, discovery and creativity. In support of this mission, CMU respects the academic freedom of all students, faculty and staff to pursue research, service and educational activities abroad and recognizes that important work may sometimes take place in locations that pose unusual/specific health and safety risks.

CMU recognizes that travelers have significant responsibility for their own health, safety, finances, and security. The University also has an institutional stake in balancing its employees' and students' educational interests while managing related health and safety risks. This policy defines institutional requirements that will promote these joint interests.

DEFINITIONS:

1. **Travel Abroad** refers to travel to destinations outside the fifty states of the United States of America, the District of Columbia and U.S. territories. Journeys on international waters are considered travel abroad.
2. A travel abroad trip or experience is considered **CMU Related Travel** when any of the individuals who travel are:
 - A. A CMU faculty or staff member traveling abroad within the context of the employee's job responsibilities, which includes, but is not limited to, any employee who:
 - i. creates, funds, participates in or approves the experience, or,
 - ii. coordinates the applications and selection of participants, or,
 - iii. utilizes travel funds provided in any portion by CMU, directly or indirectly. (Examples of indirect funding would include an employee utilizing internal or external grant or gift funds) or
 - iv. travels during a time in which the employee would otherwise be expected to perform work for CMU (e.g., release time).
 - B. A student who participates in a program which has any travel abroad component, including, but not limited to, students who:

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- i. Receive CMU academic credit for the experience or
 - ii. Participate in a travel abroad experience to fulfill a degree requirement. This could include experiences such as degree milestones, dissertation field research, practica, internships, etc. or
 - iii. Travel on a program or trip that is CMU managed or organized or
 - iv. Receive funding, directly or indirectly, from a CMU unit or
 - v. Receive funds managed by CMU for their travel.
- C. A guest CMU student who participates in a program that includes CMU related travel
- 3. International Health and Safety Committee (IHSC)** - This committee consists of individuals (or their designees) holding the following positions: Vice President and General Counsel, Associate Vice President for Student Affairs, Director of Risk Management, University Health Services Physician, Director of the Mary Ellen Brandell Volunteer Center, Director of Study Abroad, and the Executive Director of International Affairs. Furthermore, the Executive Vice President and Provost will appoint two faculty members to the committee and appoint the committee chair from among the membership. In the event that the committee determines that additional expertise is necessary, it reserves the right to invite persons with such expertise to participate in its discussions.

POLICY:

Individual travelers are responsible for compliance with this travel abroad policy. CMU departments and offices sponsoring CMU Related Travel are responsible for informing travelers of this policy and requiring and ensuring compliance.

1. Approval Requirements

- A. Study abroad programs are reviewed and approved by the Office of Study Abroad and all related travel shall comply fully with Office of Study Abroad established policies and procedures pertaining to travel abroad (see [International Programs policy](#)).
- B. For travel abroad other than approved participation in study abroad programs, all students, faculty, and staff must request, in advance, approval of their trip and register their travel plans by completing the online [Travel Abroad Authorization form](#).
- C. All students, faculty, and staff seeking travel abroad approval must review and comply with the [International Programs policy](#), the [Business Expense Manual](#), the [Field Work Safety policy](#), and the University's [data security recommendations for international travelers](#).

2. Pre-Travel Process

- A. All travelers who are U.S. citizens must register their CMU related travel with the U.S. Department of State [Smart Traveler Enrollment Program](#) (STEP), a free service that makes it easier for consular officers in U.S. embassies and consulates around the world to contact travelers during an emergency including situations where family or friends in the U.S. are having problems trying to contact travelers with important news. CMU travelers with citizenship other than U.S. should register with their respective consulates or foreign offices.

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- B. All student travelers must complete the Office of Study Abroad orientation program for international study and travel abroad. Contact with the Office of Study Abroad should take place on or before September 30th for spring departures, and on or before March 1st for summer or fall departures.
- C. Faculty leading study abroad programs must:
 - i. arrange for a pre-departure orientation program for all program participants and
 - ii. complete the study abroad program leaders workshop sponsored by the Office of Study Abroad.

3. Insurance Requirements

- A. All travelers in programs controlled, administered or funded to any degree by CMU must carry the University's designated medical, emergency evacuation, and repatriation insurance for their type of travel. The insurance policy covers medical expenses and evacuation due to security/political unrest, natural disaster, and emergency medical situations for employees and study abroad participants and provides liability, sickness and evacuation coverage for other student travelers. Note that this is supplemental coverage for the dates of travel only, and is not intended as primary health insurance. Enrollment is as follows:
 - a. Study Abroad: Students and faculty participating in CMU faculty-led programs outside the U.S. are automatically enrolled for this coverage which is specific to Study Abroad programs.
 - b. Travel abroad other than participation in Study Abroad: Travelers who complete the Travel Abroad Authorization form and receive approval to travel are automatically provided this coverage as part of CMU's Foreign Liability Policy.
- B. CMU employees traveling abroad for official university business purposes are entitled to coverage under the following policies: Foreign Liability; Global Crisis; Travel Accident; Errors & Omissions; and Workers Compensation. The Office of Risk Management will email a packet outlining these insurance coverages upon approval of the proposed travel.

4. Travel Advisories

- A. CMU shall not sponsor, organize, facilitate, encourage, or require travel by students, faculty, or staff to countries or regions for which the U.S. Department of State has issued a Level 3 or Level 4 [Travel Advisory](#), which indicates long-term, protracted conditions making a country or region dangerous or unstable.
- B. CMU shall not sponsor, organize, facilitate, encourage, or require programs for students, faculty, or staff to countries for which the Office of Foreign Assets and Control (OFAC) has imposed economic and trade sanctions to the whole country (see [Office of Foreign Assets Control - Sanctions Programs and Information](#) for more details).
- C. CMU shall not sponsor, organize, facilitate, encourage, or require programs for students, faculty, or staff to countries or regions for which the Centers for Disease Control (CDC) has issued a travel health notice of Level 3 (see [CDC Travel Health Notices](#) for a complete list).
- D. Any CMU employee seeking authority to travel to a country or region for which the U.S. Department of State has issued a Level 3 or Level 4 Travel Advisory or for which the Office of Foreign Assets and Control has imposed economic or trade sanctions or for which the CDC has issued a Level 3 travel health notice must complete and submit an Travel Abroad Exemption Request at least 60 calendar days in advance of travel. All such requests seeking authority to travel to a restricted country/region will be submitted to CMU's IHSC for consideration and decision.

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- i. The IHSC will study several factors when considering an exemption request, including but not limited to: the necessity of travel as it relates to essential underlying educational goals; whether travel can be delayed or postponed; the nature of the activity; specific country risks; specific city/locality of travel; whether and how students are involved; specific travel advisories; media reports; experience of person(s) traveling; availability of local support and evacuation options; ability to communicate with traveler and traveler's ability to communicate locally; contractual obligations to travel (if any); potential University liability/risk; and other information that the IHSC deems relevant.
- ii. The IHSC may, at its discretion, provide conditional approval of an exemption request. Conditional approvals may impose specific restrictions, including but not limited to requiring a signed release in which the traveler acknowledges the heightened risk, assumes all risk, and releases CMU from all liability.
- iii. The IHSC reserves the right to amend an exemption authorization and/or seek additional information from the traveler at any time before or during the actual travel. The IHSC may impose additional restrictions on the travel, or rescind the authorization and cancel the travel.

5. Right to Amend, Suspend or Cancel Travel

CMU reserves the right to amend, suspend, or cancel a program or other travel (prior to departure or while in progress) if facts and circumstances are such that the University concludes the traveler's health, safety, or well-being may be jeopardized or would be inconsistent with applicable U.S. government regulations or laws.

6. Travel in Violation of this Policy

Persons who travel in violation of this policy or choose to remain in destinations after being advised by CMU to evacuate may lose eligibility for University funding/reimbursement or academic credit and may be subject to additional restrictions and/or discipline.

7. Contractual Authority

Faculty, staff, students, student groups, departments, and other units at the university cannot organize travel as a university unit with a third-party provider (i.e. not CMU) or enter into a contractual agreement with an outside vendor (e.g., travel agencies, tour operators, other universities, charitable or humanitarian organizations, etc.) without the consultation and review of the Office of International Affairs and subsequently following the [Contract Review Process](#) and securing approval from employees holding appropriate [contracting authority](#).

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.