

UNIVERSITY POLICIES

Section 600: Risk Management	Policy Number: 600.7 International Travel Policy
New: ___ Revised: X	Effective Date: January 1, 2019 Last Revised: April 23, 2021
Scope: Faculty, Staff, Students, and Guests	Authority: Student Success & Career Development Approved by: Cabinet

600.7-0 Title International Travel Policy

600.7-1 Philosophy This policy is intended to address the risks of international travel in a comprehensive and consistent manner, and to make members of the Otterbein community aware of resources available to them while undertaking University affiliated international travel.

600.7-2 Statement Otterbein recognizes and supports international educational, research and business initiatives. The University is committed to further advancing its global presence by pursuing opportunities abroad. The University endeavors to balance the educational value of participation in international experiences with the potential risks present while honoring restrictions placed on the University by applicable laws and/or University partners.

This policy sets forth the requirements that faculty, staff, students and guests must meet before and during University Affiliated international travel; participants are responsible for knowing the policy before traveling abroad, and for taking the appropriate pre-departure measures to ensure access to University benefits while abroad. Most international travel or overnight trips have implications on maintaining the University’s compliance with the Clery Act. The Clery Act requires the University to collect and report Clery countable crimes in the Annual Security Report. As a result of maintaining our compliance, additional information will need to be collected from overnight trips. This policy does not apply to personal travel taken by faculty, staff, students or guests abroad.

600.7-3 Definitions This policy is distinct from, and in addition to, other required financial and academic approvals relating to domestic and international travel set forth in other University policies.

Guests: Individuals who accompany a University group who are not directly affiliated with the University but have been approved for participation in University Affiliated international travel. Guests may not serve as faculty or staff members, or as trip leaders, for University affiliated travel.

Faculty and Staff: All full-and part-time members of the faculty and staff employed by Otterbein.

International Travel: International travel supported by or related to Otterbein including but not limited to international travel for research, teaching, conferences, co-curricular



or administrative purposes, international study or student group travel (of any duration and whether credit or non-credit bearing) regardless of whether the travel is organized by departments, faculty, staff, student organizations or students, or third-party providers.

International Travelers: All faculty, staff, students and guests undertaking international travel.

Student: Any undergraduate or graduate student who is enrolled in a degree program or credit bearing non-degree program.

University Affiliated: Refers to international travel in which faculty, staff, or students are receiving University funding and/or are traveling on behalf of University-related work; when faculty or staff are awarding course credit; when students are receiving course credit and/or will use the experience toward their degree in some way; or international travel is sponsored by a Registered Student Organization or Athletic Teams.

Overnight Trips: University or Registered Student Organization affiliated international travel involving students traveling away from the University for educational purposes, and where the organization or University enter into an agreement with a third party for overnight accommodations. Educational purposes includes: Athletics, Academic, Organizations or Clubs, Greek, or any other University affiliated international travel.

600.7-4 Guidelines

International Travel Requirements

Students – Credit and non-credit bearing international travel: Consult with the Study Abroad Coordinator for all requirements prior to participating in University affiliated international travel.

Faculty and Staff – International travel with students: Consult with the Study Abroad Coordinator for all requirements prior to participating in University affiliated international travel with students.

Faculty and Staff – International travel without students: Registration of travel with the Study Aboard Coordinator, or with their divisional point person/Vice President, for all University affiliated international travel is required.

Faculty, staff, or students traveling internationally for research purposes, particularly if under a federal or state grant, must follow federal and state laws regarding travel, such as using American transport and safeguarding research.

See [2 CFR 200.474 Travel Costs](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

Pre-Departure Guidelines

All students traveling on University affiliated international travel must participate in a pre-departure session or meeting offered by the Study Abroad Coordinator prior to departure.

Faculty and staff traveling with a group of students internationally must also participate in a pre-departure session or meeting offered by the Study Abroad Coordinator prior to departure. This may also include additional training and

preparation in University policies and procedures.

Faculty and staff not traveling with students but partaking in other University affiliated international travel may participate in a pre-departure session or meeting offered by the Study Abroad Coordinator prior to departure for their own information, but it is not required.

**U.S. State
Department
Travel
Advisories**

The University is always concerned with the safety of all members of the University community while participating in any University affiliated international travel. The State Department maintains a list of Travel Advisories for each country, or specific regions within each country. Therefore, the following restrictions have been set forth.

Level 1: Exercise Normal Precautions – No University affiliated international travel restrictions. Faculty, staff, students and guests should take normal safety precautions while traveling.

Level 2: Exercise Increased Caution – No University affiliated international travel restrictions at this time. Faculty, staff, students and guests should take increased precautions while traveling.

Level 3: Reconsider Travel – Faculty, staff, students and guests participating in University affiliated international travel must receive additional approval before traveling to a country with a current Level 3 Advisory. This petition procedure includes, but is not limited to, discussion amongst upper level University leaders; consultation with Risk Management as well as external resources such as the University insurance carrier, [Centers for Disease Control](#) (CDC), [World Health Organization](#) (WHO), [Overseas Security Advisement Council](#) (OSAC), local contacts and governments in those countries, and other national governments such as [Australia](#), [New Zealand](#), [Canada](#) and the [United Kingdom](#). International travelers should contact the Study Abroad Coordinator to initiate the petition procedure. The University President makes the final decision in consultation with the appropriate Vice President.

Level 4: Do Not Travel – Faculty, staff, students and guests participating in University affiliated international travel may not travel. No university funds, resources, or sponsorship may be used or provided in support of travel to these countries.

In the event the State Department lists a country, or specific region within each country, as a Level 4 due to health or medical reasons, a petition may be submitted for the University to evaluate and consider if international travel may be permissible to a country, or specific regions within a country, with additional precautions or requirements. This petition procedure will follow the Level 3 petition procedure. International travelers should contact the Study Abroad Coordinator to initiate the petition procedure. The University President makes the final decision in consultation with the appropriate Vice President.

The University may deny or withdraw approval for international travel at any time. If the State Department issues or increases a country to a Level 3 or 4, the University may require participants in University affiliated international travel to depart that country. The University is not able to ensure full cost and credit recovery to international travelers



who comply with government-or University-mandated withdrawal or evacuation. Refunding will be evaluated on a case-by-case basis.

The State Department regularly updates the list of Travel Advisories on its website. The current list and related advisories can be found [here](#).

Travel Registration

Before departing, all faculty, staff, students and guests are required to register their University affiliated international travel plans with the Study Abroad Coordinator. Information received will be available to University officials in the event of a crisis or emergency. Faculty and staff traveling without students may complete the online Otterbein International Travel Registration Form – see section 600.7-5.

Travel registration provides the University with information it needs to locate international travelers in the event of a crisis or emergency, at home or abroad. The University may not be able to assist or arrange evacuation for international travelers who do not register travel with the University.

Additionally, the University encourages all individual international travelers participating in University affiliated international travel to enroll their trip with the State Department's [Smart Traveler Enrollment Program](#) (STEP). STEP is a free service provided by the U.S. Government to all U.S. citizens who are traveling abroad. STEP registration allows the State Department to better assist all U.S. citizens in the event of an emergency. The University recommends that non-U.S. Citizens contact their home government to inquire about available registration or support during international travel.

Emergency Insurance

Faculty, staff and students participating in University affiliated international travel, who have registered their travel plans, have access to emergency medical insurance while abroad. Medical expenses abroad are generally paid for out of pocket and reimbursed later from an insurance carrier. University affiliated international travelers are required to contact and utilize the University's insurance carrier in order to receive coverage. Conditions of these benefits are subject to change. Details may be found [here](#).

International travelers seeking additional health insurance should consult with their primary insurance providers and/or seek additional travel insurance through an external vendor.

The University encourages all international travelers to review the resources available from the [Centers for Disease Control and Prevention](#) regarding Travelers' Health to ensure they are informed and prepared of the health conditions in the country traveling to before departure. International travelers should consult with their primary doctors where applicable.

- 600.7-5 Attachments** 600.7-A Otterbein International Travel Registration Form – Faculty and Staff traveling without students: <https://tinyurl.com/OtterbeinInterationalTravelReg>
- 600.7-6 Related Policies** None
- 600.7-7 History** Enacted: January 1, 2019
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