



UNIVERSITY of
DENVER

**UNIVERSITY OF DENVER
POLICY MANUAL
INTERNATIONAL TRAVEL**

Responsible Department: Enterprise Risk Management and Office of Internationalization

Recommended By: Provost, VC Business and Financial Affairs

Approved By: Chancellor

Policy Number

2.50.070

Effective Date

6/8/2018

I. INTRODUCTION

The mission of the University is to promote learning by engaging with students in advancing scholarly inquiry, cultivating critical and creative thought, and generating knowledge. Our active partnerships with global communities contribute to a sustainable common good. A global perspective is essential to the University's mission, and the University has long supported international travel to conduct research, study cultures and languages, promote collaboration with peer institutions, and for other academic and administrative purposes dedicated to the public good. The University's emphasis on internationalization reflects a cosmopolitan engagement with a complex and connected world that is grounded in our local intercultural diversity.

II. POLICY OVERVIEW

The University supports and promotes travel by individuals whose academic or business activities involve international travel, while encouraging sound practices and safety measures that minimize risks to travelers and the institution. This Policy applies to all University trustees, officers, faculty, staff, students, and individuals providing services for the University as contractors or volunteers who travel internationally for University-related academic or business reasons (collectively "University Travelers"). The University expects all University Travelers to adhere to and act in accordance with this Policy and the procedures implemented to enforce it.

III. PROCESS OVERVIEW

To ensure the University provides opportunities for international travel consistent with the University's vision and mission, while at the same time taking appropriate steps to help safeguard University Travelers, the University should develop and implement procedures necessary to further this Policy, which procedures may be revised and updated as necessary to further the purposes of this Policy. University procedures are subject to the following principles:

1. The University should establish and maintain an international travel committee, which analyzes safety, security, and medical conditions of newly proposed and already existing international travel opportunities in order to assess whether the risk of travel to a particular destination is acceptable for University Travelers and the University. In addition, the committee manages the handling of responses to crises involving University Travelers, including determining when evacuations of University Travelers are necessary due to conditions such as political unrest, natural disasters, and health concerns.
2. In the interest of the safety and well-being of students, faculty, and staff, the University strongly discourages travel to countries or regions subject to travel warnings and other unsafe conditions, especially when viable alternatives are available. The University may prohibit or suspend University-related travel to any destination by University Travelers if significant security or health concerns pose extreme risks that warrant such a decision. Financial loss resulting from any such prohibition or suspension is the responsibility of the affected University Traveler and/or the University academic or business unit.
3. In order to help ensure the safety of University Travelers, the University requires registration of all University-related international travel in a centrally managed system established by the University. Registration facilitates coordination of repatriation and evacuation travel benefits. For faculty and staff, registration also aids in the handling of workers' compensation claims.
4. University Travelers must participate in pre-travel orientation sessions, which may vary in subject matter and complexity depending on the audience.
5. University Travelers must maintain health insurance that provides coverage while traveling internationally.
6. The University should establish appropriate procedures governing University Travelers accompanied by family members or guests. Because a faculty or staff member's primary duty of care is to the students with whom he or she is traveling, the University discourages faculty and staff from traveling with family members or other guests on international programs led by the faculty or staff member.
7. University Travelers are expected to comply with all applicable United States laws while traveling internationally. University Travelers must respect the laws and culture of the host country and the regulations of the program abroad.

8. University Travelers should be prepared for possible emergencies and should consider the components of an emergency management plan in advance of travel. In addition, University Travelers responsible for a group of travelers, such as program leaders, must develop a written emergency management plan in advance of international travel.
9. The University should make resources available to University Travelers on topics such as, but not limited to, pre-departure preparation, risk awareness, emergency assistance, and adjusting back to life in the United States.

A failure to follow this Policy or the procedures developed to support it can result in the disallowance of funding or academic credit.

IV. DEFINITIONS

None