

---

Academic Affairs

Policies

---

Date Published: 4-1-2017

## International Travel Policy

Follow this and additional works at: <https://collections.uhsp.edu/academicaffairs>

---

### Recommended Citation

"International Travel Policy" (2017). *Academic Affairs*. 2.  
<https://collections.uhsp.edu/academicaffairs/2>

This Policy is brought to you for free and open access by the Policies at UHSP Collections. It has been accepted for inclusion in Academic Affairs by an authorized administrator of UHSP Collections. For more information, please contact [jill.nissen@uhsp.edu](mailto:jill.nissen@uhsp.edu).

## Applies to: (examples; Faculty, Staff, Students, etc)

Faculty , Staff , Students , Contractors\_Vendors

## Policy Overview:

Issued: 04-01-2017

Next Review Date: 08-08-2024

Frequency of Review: Every 3 years

The University of Health Sciences and Pharmacy in St. Louis International Travel Policy establishes a consistent set of travel standards to be followed by all units of the University. The policy applies to all international travel that is sponsored, funded in any part, or involves the granting of degree credits by University of Health Sciences and Pharmacy in St. Louis. The intent is to provide guidance and oversight of international travel with a view toward managing risk and promoting sustainable educational experiences.

Applies to any faculty members, staff, students, or other individuals whose international travel is sponsored, funded in any part, or involves the granting of degree credits by University of Health Sciences and Pharmacy in St. Louis.

## Table of Contents:

1. Faculty and Staff Traveling Internationally without Students
  2. Faculty and Staff Traveling Internationally with Students
  3. Student International Travel
  4. Compliance
  5. Insurance
- Appendices

- *UHSP-Sponsored International Travel Form for Individual Travelers*
- *UHSP-Sponsored International Travel Form for Office of International Programs (OIP)-Approved Groups*
- *International Travel Incident Report Form*
- *Template for International Travel Emergency Preparedness Plan*

## Definitions:

Term	Definition
Office of International Programs (OIP)	The Office of International Programs will develop, implement and promote programs that will enable students to develop and demonstrate professional values of altruism, service, empathy, justice, honesty, and integrity.
International Travel Oversight Committee (ITOC)	The International Travel Oversight Committee (ITOC) makes policy recommendations to the President for all international travel involving students, faculty and staff of UHSP. The ITOC is chaired by the Director of the Office of International Programs (OIP) and includes the Dean of Pharmacy, Vice President of Campus Life and Emergency Management Coordinator.
International Program Leader (IPL)	The UHSP employee (or student, in certain circumstances) who is selected as the leader/primary contact person for a student group travelling abroad for any purpose.
Sponsored or Supported International Travel	Any international travel funded by UHSP, awarded credit by UHSP, or otherwise sponsored or supported by UHSP, including but not limited to international

	trips in connection with a UHSP-recognized and/or UHSP-funded student organization.
Travel Suspension Condition	<p>A Travel Suspension Condition is defined for any country or region for which one of the following conditions applies:</p> <ul style="list-style-type: none"> <li>• The U.S. State Department has issued a warning that orders the departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country;</li> <li>• The ITOC has determined, based upon information from the State Department, the Centers for Disease Control and Prevention, the World Health Organization, and other sources, that the country or region is experiencing serious and uncontrolled infectious disease outbreak or other serious health hazard which warrants cancellation or suspension of student travel.</li> <li>• The ITOC or President has determined that other safety concerns warrant cancellation or suspension of faculty, staff or student travel.</li> </ul>

## Details:

### I. POLICY

University of Health Sciences and Pharmacy in St. Louis (the University or UHSP) supports international travel and collaboration by its faculty, staff, and students that supports the mission of the University. The benefits of such travel must be balanced against the potential risks to students and employees, and the need for institutional compliance with applicable laws and regulations. To achieve this balance, the University requires that:

- All faculty, staff, and students traveling internationally on University business must register their travel with the University, and follow all additional policies applicable to the type of travel.
- All faculty and staff who wish to use their position as UHSP employees to promote, support, or sponsor international travel, or offer for-credit international travel experiences, are required to ensure that the activity has been approved by the appropriate University authorities prior to promoting/advertising the activity.
- The University does not permit travel on University business to countries under a Travel Suspension Condition. Application for exceptions to this travel restriction may be made via the ITOC to the President.

## Procedures:

### II. PROCEDURES

#### 1. Faculty and Staff Traveling Internationally **without** Students:

Generally, faculty and staff must complete all requirements of this policy and obtain signatures from the appropriate Dean or Vice President and President as a condition of international travel funded, supported or sponsored by UHSP. The request for approval will be submitted on the *UHSP Sponsored International Travel Form for Individual Travelers* to verify that the faculty or staff member has:

- Read the U.S. State Department's travel advice for all of the countries to be visited and understands the risks associated with international travel. [<http://travel.state.gov/content/passports/en/country.html>]
- Read the CDC website for all the countries requested and obtained all recommended immunizations [<http://wwwnc.cdc.gov/travel/page/vaccinations.htm>]
- Registered with the U.S. State Department's Smart Traveler Enrollment Program (STEP) for the trip [<http://step.state.gov/>]
- Obtained and will carry at all times a copy of the identification card for the UHSP-provided international health insurance plan.

- Obtained a personal international health insurance plan for days on which they take any personal, non-University-sponsored international travel in conjunction with Sponsored or Supported International Travel.
- Signed the approved *Assumption of Risk and Release/Waiver of Liability Form*.
- Understands and will adhere to the UHSP Export Control Policy
- Submitted contact information for at least two emergency contacts.
- Provided contact information specifying how the traveler can be reached while traveling internationally.

In instances where the trip will involve traveling to or remaining in countries or regions for which a Travel Suspension Condition applies, the faculty or staff member or student leading the trip will submit a request for an exception to the OIP Director. The OIP Director will convene a meeting of the ITOC. The ITOC will review the proposed trip and, in consultation with the President, determine whether it should be suspended or canceled. However, no one may be required by a faculty member, advisor, or supervisor to travel to or through any country or region for which a Travel Suspension Condition applies.

If a Travel Suspension Condition occurs while a faculty or staff member is in an affected country or region, contact the director of the Office of International Programs immediately. The University reserves the right to end its funding, sponsorship, or support at that time, and to require the faculty or staff member to end the trip and leave the country or affected area. Such determinations will be made on a case-by-case basis by the ITOC and the President.

Travel on UHSP funds will not be authorized to countries or regions for which a mandatory evacuation has been issued prior to departure.

## 2. Faculty and Staff Traveling Internationally **with** Students:

A faculty or staff member participating in Sponsored or Supported International Travel that includes students must complete all requirements of this policy for approval and first obtain the signature of the Director of the Office of International Programs and then the appropriate Dean or Vice President and President as a condition of international travel funded, supported or sponsored by UHSP. The request for approval will be submitted using a *UHSP Sponsored International Travel Form for OIP-Approved Groups* to verify that the faculty or staff member has:

- Completed all requirements in Section 1. Faculty and Staff Traveling Internationally without Students.
- Submitted a completed International Travel Emergency Preparedness Plan
- Completed the UHSP Campus Security Authority (CSA) training in Moodle

Prior to the trip, the faculty or staff member will take appropriate steps to ensure that students complete and submit all mandatory forms and information as specified in Section 3. Student International Travel to the OIP Director.

The faculty or staff member must conduct a pre-departure orientation for students in their group to review the Emergency Preparedness Plan for the trip, the U.S. State Department's travel advice and the CDC's public health notices for countries being visited, trip registration with the U.S. State Department's Smart Traveler Enrollment Program, conditions for participation, and protocols for communication, emergencies, safety and travel. During the trip the faculty or staff member is responsible for overseeing the group, coordinating learning and cultural activities, and discipline.

International travel anywhere, regardless of Travel Suspension Conditions, will not be authorized without prior submission and approval of an Emergency Preparedness Plan.

## 3. Student International Travel:

All students participating in UHSP Supported International Travel must first complete all requirements of this policy for approval and obtain the signature of the Director of the Office of International Programs and then the appropriate Dean or Vice President and President as a condition of international travel funded, supported or sponsored by UHSP. The request for approval will be submitted on the appropriate form:

1. Students traveling as part of an International Advanced Pharmacy Practice Experience (APPE) rotation, International Service Learning (ISL) class, or another OIP-organized group travel will complete the appropriate *Advanced Pharmacy Practice Experience (APPE) Application Form* or *International Service Learning (ISL) Application Form*, or a specific application for OIP-organized groups. A *UHSP Sponsored International Travel Form for OIP-Approved Groups* will be completed by OIP and submitted for required signatures on the students' behalf.
2. Students or residents traveling for purposes other than APPE rotations, ISL classes or other OIP-organized group travel will complete the *UHSP Sponsored International Travel Form for Individual Travelers*.

This approval process will verify that the student has:

- Read the U.S. State Department's travel advice for all of the countries to be visited and understands the risks associated with international travel. [<http://travel.state.gov/content/passports/en/country.html>]
- Read the CDC website for all the countries requested and obtained all recommended immunizations [<http://wwwnc.cdc.gov/travel/page/vaccinations.htm>]
- Registered with the U.S. State Department's Smart Traveler Enrollment Program (STEP) for the trip [<http://step.state.gov/>]
- Obtained and will carry at all times a copy of the identification card for the UHSP-approved international health insurance plan.

- Obtained a personal international health insurance plan for days on which they take any personal, non-University-sponsored international travel in conjunction with Sponsored or Supported International Travel.
- Signed the approved Assumption of Risk and Release/Waiver of Liability form.
- Submitted contact information for at least two emergency contacts.
- Provided contact information specifying how the traveler can be reached while traveling internationally.
  - Submitted a complete International Travel Emergency Preparedness Plan. If a group of students is traveling with a faculty or staff group leader, the International Program Leader is responsible for plan submission and approval.

UHSP will not fund, award credit for, or otherwise sponsor or support travel by any student to or through any country or region for which a Travel Suspension Condition applies.

If a Travel Suspension Condition occurs while a student/group is in an affected country or region, contact the director of the Office of International Programs immediately. The University reserves the right to end its sponsorship at that time, and to require the student(s) to end the trip and leave the country. Such determinations will be made on a case-by-case basis by the ITOC or President.

Prior to the trip, students must complete and submit to the OIP director all mandatory forms and information as specified above in this section of the policy as well as any OIP-required application forms, academic approval for travel abroad, student conduct consent, student medical consent, conditions of participation, copy of passport photo page, international health insurance identification cards, and copy of airplane/travel itinerary.

It is also mandatory for students to complete a pre-departure orientation to review the Emergency Preparedness Plan for the trip, the U.S. State Department's travel advice and the CDC's public health notices for countries being visited, trip registration with the U.S. State Department's Smart Traveler Enrollment Program, Conditions for Participation, and protocols for communication, emergencies, safety and travel. Students traveling abroad assume the responsibility for knowing the U.S. State Department's travel conditions and any CDC public health notices for countries visited.

#### 4. Compliance:

The University expects all faculty, staff, and students traveling abroad pursuant to this policy to comply with the Family Educational and Right to Privacy Act, Student Conduct Code, and OIP policies and guidelines for international travel. All faculty, staff, and students involved in international travel who intend to ship, transport, or carry tangible items, technology, software (including encryption software), technical information, or any items designed in part for military, space, research, weapons, should contact the Export Control Manager or General Counsel and Chief Compliance Officer to ensure compliance with the University's Export Control Policy.

#### 5. Insurance:

All participants traveling abroad are required to provide OIP with a photocopy of an insurance ID card for an approved international health insurance policy with at least \$100,000 of coverage, including at least \$10,000 coverage for medical evacuation and repatriation of remains, for the entire time that the participant is out of the country. The international health insurance policy must cover the participant for the entire time that he or she is out of the country, including any vacation or personal time appended onto the University program. The University provides international health insurance for faculty and staff traveling on approved University business. The only international health insurance policies approved by OIP are MedEx International Travel Insurance & Emergency Evacuation Assistance (<https://www.medexassist.com/Checkout/Start-Quote.aspx?PlanID=1>) and GeoBlue Travel Medical and International Health Insurance (<https://geobluetravelinsurance.com/>). If a participant fails to submit an approved international health insurance ID card at least four weeks prior to the beginning of the travel, OIP, in its sole discretion, may purchase a policy covering the participant for the entire travel period. A non-refundable charge of \$175 (or more if rates increase) will be charged to the participant and may be applied to a student's account.

The ITOC will meet at least annually to review the existing policy and make any new policy recommendations. The ITOC will also review the *UHSP International Travel Emergency Preparedness Plan*, which provides guidance for preparation for international travel, information to help travelers, and information about dealing with a crisis or emergency.

### Responsibilities:

Position/Office/Department	Responsibility
Director, Office of International Programs	<ul style="list-style-type: none"> <li>• Chair ITOC</li> <li>• Implement policy</li> <li>• Maintain records</li> </ul>
ITOC	<ul style="list-style-type: none"> <li>• Make policy recommendations on all international travel involving students, faculty and staff</li> <li>• Review the template for <i>International Travel Emergency Preparedness Plan</i> annually</li> </ul>
President	<ul style="list-style-type: none"> <li>• Final approval of ITOC recommendations</li> </ul>

### Resources:

**Policy Contacts:**

<b>Name</b>	<b>Contact Information</b>
Director, OIP	
Isaac Butler Vice President, Campus Life	Isaac.Butler@uhsp.edu
Ken Fleischmann, General Counsel & Chief Compliance Officer	Kenneth.Fleischmann@uhsp.edu