International Travel Policy

General Description

Exceptions:
None.

Policy Content

Summary

Due to the increased risks associated with travel abroad, effective May 10, 2016, all faculty, staff and students traveling abroad on behalf of Trinity University are required to register with the following programs listed below. Please contact the Office of International Programs for assistance.

- Smart Traveler Enrollment Program (STEP)
- Terra Dotta - International Travel Registration - You will be required to complete the questionnaire. A guide for using Terra Dotta is also available for your reference.

All Travel Authorization and Advance Request (TAAR) forms for travel abroad require review and approval PRIOR to the travel. TAAR forms must be submitted AT LEAST 5 BUSINESS DAYS PRIOR to the departure date for review.

The safety of faculty, staff and students on university-sponsored trips is the university's first priority. As a result, travel to any country under a U.S. Department of State Travel Advisory Level 3 or 4, or an OFAC Sanction Program is restricted. There may not be insurance coverage available through the university's insurance carriers under these circumstances, and evacuation efforts may be hindered or prohibited. Travel plans to countries experiencing any of these conditions must be evaluated and receive committee approval prior to travel. Failure to receive approval prior to travel may result in disciplinary action. Exceptions to this policy are made on a case by case basis in accordance with the procedures below:

1. All Travel Authorization and Advance Request forms (TAAR) for foreign travel must be approved by Risk Management.
2. All faculty and staff travel to countries with a current Travel Advisory Level 3, Level 4, or Sanction must receive committee approval.
3. Upon receipt of the TAAR form, Risk Management will determine if there is a current Travel Advisory Level 3, Level 4, or Sanction.
4. If any of these conditions are in place, Risk Management will request additional information from the faculty or staff member requesting the travel.
5. Once the additional information is received, Risk Management will share the faculty or staff member's travel plans with the committee for evaluation purposes.
6. The committee will determine whether the travel request is approved and, if so, will provide any stipulations or recommendations.
7. Risk Management will inform the faculty or staff member of the outcome.
8. Travelers to foreign countries are required to enroll in the Smart Traveler Enrollment Program (STEP) through the U.S. Department of State. STEP is a free service available to U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.
9. Travelers should review the U.S. Dept. of State Traveler’s Checklist prior to travel abroad.
10. Please submit TAAR forms at least 2 weeks prior to the trip to allow for this process.

Please see the Business Office Travel Policy for further information.

The Centers for Disease Control and Prevention (CDC) has placed regions with Zika outbreaks, such as Central and South America, to include Mexico, on a Level 2 travel alert and is adding regions to the alert daily. Travelers to these regions should practice enhanced precautions to prevent mosquito bites.

Travelers should check the Center for Disease Control (CDC) Travelers Health web page for Travel Notices for health related issues, such as Ebola.

Travelers may utilize the Airline Ratings website as a resource when planning their trip.

**Insurance**

Trinity University faculty, staff and students traveling abroad on institution-sponsored trips are covered by EuropAssist. Access to assistance and medical personnel, regardless of the time zone, is available 24/7 by contacting EuropAssist toll free in the US or Canada at 1-855-901-6712 or collect outside of the US at +1-240-330-1551.

- There is no need to register - you are automatically covered if traveling internationally on an institution-sponsored trip.
- To print a EuropAssist policy card please visit the EIIA International Travel website and click on International Travel Abroad Identification Card.
- Coverage includes most expenses due to injury or illness while traveling abroad.
- Spouses and dependents under age 18 are also covered when traveling abroad with you.
- Unlimited personal sojourn.

For policy details, including coverage and exclusions, please see the 2018-2021 International Travel Program Coverage Summary.

Because the University maintains physical damage coverage on hired automobiles (rental cars), the University recommends that when leasing a car, you decline the collision damage and liability waiver, except when leasing in a foreign country. For additional guidelines to follow when leasing an automobile, please refer to the “Guidelines for Entering into Car Rental Contracts.”
Performance Evaluation

Consequences of Policy Violation:
Violation of this policy may result in disciplinary action in accordance with university policy.

Requirements

Approvals:
VP for Finance and Administration
Attachments

2018-2021 International Travel Program Coverage Summary
Related Documents

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<tr>
<td>Policy</td>
<td>Travel Policy</td>
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Related Content:

- Smart Traveler Enrollment Program (STEP)
- Terra Dotta - International Travel Registration
- A guide for using Terra Dotta
- U.S. Department of State Travel Advisory Level 3 or 4
- OFAC Sanction Program
- U.S. Dept. of State Traveler's Checklist
- Centers for Disease Control and Prevention
- Level 2 travel alert
- Center for Disease Control (CDC) Travelers Health web page
- Airline Ratings website
- EuropAssist
- EIIA International Travel Website

Revision Management

Revision History Log:

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