International Travel Policy

Document Number: RISK-0006 **Date Published(sys):** 5/27/2026

General Description

Policy Summary:

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 or CDC 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.

Purpose:

As a result, international travel plans must be evaluated and receive International Travel Committee approval prior to travel. The International Travel Committee is comprised of representatives from Admissions, Center for International Engagement, Risk Management, and Study Abroad, with final approval by Academic Affairs.

Scope:

All international travel for University business is covered by this policy.

Exceptions:

None.

Responsible Department:

Risk Management

Policy Content

International Travel Approval

1. All Travelers requesting to travel internationally must complete their travel registration in in the TU International Portal as early as possible, and **at least 15 business days prior to the requested travel date**.
2. Once the travel is registered in Terra Dotta, Risk Management will determine if there is a U.S. Department of State or CDC Level 3, 4 or sanction. If any of these conditions are in place, Risk Management may request additional information from the faculty or staff member requesting the travel.
3. The International Travel Committee will determine whether the travel request is approved and, if so, will provide any stipulations or recommendations.
4. The Traveler will be required to sign the following documents provided by Risk Management:
   Informed Consent and Assumption of Risk;
   License Exception if taking electronic equipment;
   Fundamental Research Agreement, if applicable.
5. Risk Management will inform the faculty or staff member of the committee recommendations/outcome via email prior to the requested travel date, contingent upon all of the above being completed and returned within the requested timeframe.
6. 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.
7. Travelers should review the U.S. Dept. of State Traveler's Checklistprior to travel abroad.

Please see the Business Office Travel Policy for further information.

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

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

COVID-19

COVID-19 has affected countries around the globe. Trinity University continues to follow all government-issued advisories from the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the U.S. State Department, and the San Antonio Metropolitan Health District. Additional information can be found on the University's COVID-19 Updates page.

Insurance

Trinity University faculty, staff and students traveling abroad on institution-sponsored trips are covered by the EIIA International Travel Insurance Program with access to Healix travel assistance provider. Access to assistance and medical personnel, regardless of the time zone, is available 24/7 by contacting Healix at:

(1+) 312-638-6995 Toll-Free within the U.S. or Canada; and

(1+) 833-209-7075 Collect outside of the U.S.; or
By emailing: EIIA@healix.com

- There is no need to register for insurance coverage - you are automatically covered if traveling internationally on an institution-sponsored trip.
- To print an insurance policy card please visit the EIIA International Travel website and click on International Identification Card.
- To enroll to use the International Travel Assistance App for important alerts and emergency assistance please follow the instructions on the EIIA Healix Travel Oracle Website and App Guide available by contacting Risk Management.
- 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 EIIA-Healix International Travel Insurance Summary.

Car Rental Insurance
For international car rentals, do not decline the collision damage and liability waiver coverage, as Trinity's insurance is secondary coverage (the rental insurance provides primary coverage). Note: This applies to any area outside of the U.S. and its territories/possessions and Canada. For additional guidelines to follow when leasing an automobile, please refer to the Car Rental Policy.

Performance Evaluation

Consequences of Policy Violation:

Violation of this policy may result in travel not being approved prior to travel and disciplinary action in accordance with University policy.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
CDC	Centers for Disease Control
EIIA	Educational and Institutional Insurance Administrators, Inc., the University's property and casualty insurance consortium.
Healix	International Travel Assistance Provider – Emergency services, claims, medical facilities/doctors, evacuation, coverage questions, security and more.
International Travel	University representatives responsible for reviewing and approving

Term:	Definition:
Committee	University-sponsored international travel – Admissions, CIE, Study Abroad, Risk Management, and AVPAA
OFAC	Office of Foreign Assets Control of the U.S. Dept. of Treasury that administers and enforces economic and trade sanctions
Sanction	Financial and trade restrictions imposed on individuals, entities, and countries to address foreign policy and national security concerns, administered by OFAC.
Terra Dotta	International travel registration system.
Travel Advisory	A report from the U.S. Department of State that describes the risks and recommended precautions for U.S. citizens in a foreign destination.
STEP	Smart Traveler Enrollment Program – a free service that sends you email updates and alerts from the U.S. embassy. Registration is required for all University international travel.
U.S. Dept. of State	Executive dept. of the U.S. federal government responsible for U.S. foreign policy and relations.

Attachments

Healix - International Travel Insurance Coverage Summary 2024-2027

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Authorized Driver Policy	RISK-0002
Policy	Car Rental Policy	RISK-0008
Policy	Field Trips Policy	RISK-0010
Policy	Travel Policy	BUSO-0026

Related Content:

- Smart Traveler Enrollment Program (STEP)
- Terra Dotta - International Travel Registration
- Terra Dotta Tutorial.pdf
- U.S. Department of State Travel Advisory Level 3 or 4
- OFAC Sanction Program
- U.S. Dept. of State Traveler's Checklist
- CDC Avian Influenza (Bird Flu)
- CDC Coronavirus Disease 2019
- CDC Zika Virus
- Center for Disease Control (CDC) Travelers Health web page
- Airline Ratings website
- EIIA International Travel Website

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v4.4	11/3/2025 1:32 PM	Pamela Mota
v4.3	6/24/2025 11:47 AM	Pamela Mota
v4.2	3/11/2025 10:14 AM	Pamela Mota
v4.1	2/16/2024 3:28 PM	Jennifer Gilmore Adamo
v4.0	12/6/2022 9:33 AM	Gary Logan
v3.0	11/5/2020 12:47 PM	Gary Logan
v2.0	8/4/2020 4:22 PM	Gary Logan
v1.0	8/9/2019 2:48 PM	Jennifer Gilmore Adamo

Vice President Approval:

Name:	Title:
Mark Detterick	Vice President for Finance and Administration