



# International Travel Policy

**Document Number:** RISK-0006

**Date Published(sys):** 1/31/2023

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## 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 and 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.

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## Policy Content

### International Travel Approval

1. All Travelers requesting to travel internationally must complete their travel registration in [Terra Dotta](#) 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 Checklist](#) prior 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.

## ② 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. Individuals that have traveled may be subject to the [COVID-19 Illness, Quarantine and Isolation Policy for Faculty and Staff](#). On Day 5 after return from international travel, test with a rapid home test. Call the COVID Health Team at 210-999-8235 or covidhealthteam@trinity.edu for guidance if you have a positive test. 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 World Travel Protection (WTP) travel assistance provider. Access to assistance and medical personnel, regardless of the time zone, is available 24/7 by contacting WTP at:

833) 515-3324 within the U.S. or Canada; and  
Collect at +1 (416) 479-2012 outside of the U.S.; or  
By emailing: [assistance@wtp.ca](mailto:assistance@wtp.ca).

- There is no need to register for insurance coverage - you are automatically covered if traveling internationally on an institution-sponsored trip.
- To print a WTP policy card please visit the [EIIA International Travel website](#) and click on International Travel Abroad Identification Card.
- To enroll to use the International Travel Assistance App for important alerts and emergency assistance please follow the instructions on the [WTP International Travel Assistance APP and Website Access](#).
- 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 [WTP International Travel Program 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](#).

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## ***Performance Evaluation***

### **Consequences of Policy Violation:**

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

## ***Attachments***

[WTP International Travel Program Summary](#)

[WTP International Travel Assistance App and Website Access](#)

## 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 Coronavirus Disease 2019](#)
- [Centers for Disease Control and Prevention](#)
- [Level 2 travel alert](#)
- [Center for Disease Control \(CDC\) Travelers Health web page](#)
- [Airline Ratings website](#)
- [EIIA International Travel Website](#)

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## Revision Management

### Revision History Log:

| Revision #: | Date:              | Recorded By:           |
|-------------|--------------------|------------------------|
| 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:**

| <b>Name:</b> | <b>Title:</b>                               |
|--------------|---|
| Gary Logan   | Vice President for Finance & Administration |