International Travel Policy

General Description

Exceptions:
None.

Policy Content

Summary

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. For further information on the current status of international travel for University business,
please see the COVID-19 Faculty and Staff Travel Policy. International travelers should also consult the
CDC’s website or Trinity’s Center for International Engagement.

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 for guidance if you have a positive test.

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. 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. The Traveler must complete the Travel Advance and Authorization Request (TAAR) Form and the
   Travel Risk Assessment, have both signed by Vice President before submitting to Accounts
   Payable for approval by Risk Management. Visit the Business Travel Policy for the TAAR form
   and the COVID-19 Faculty and Staff Travel Policy for the Travel Risk Assessment form.
2. The TAAR and Travel Risk Assessment Forms must be submitted to Accounts Payable 10 business
days prior to travel and no less than 5 business days.
3. Upon receipt of the TAAR form, Risk Management will request that the Traveler complete their
   travel registration through Terra Dotta.
4. 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.

5. The committee will determine whether the travel request is approved and, if so, will provide any stipulations or recommendations.

6. 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.

7. Risk Management will inform the faculty or staff member of the committee recommendations/outcome via email and send the approved TAAR form to Accounts Payable.

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.

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 Ebola and Zika, etc.

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 Generali Global Assistance. Access to assistance and medical personnel, regardless of the time zone, is available 24/7 by contacting Generali Global Assistance 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 Generali Global Assistance 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 2021-2024 International Travel Program Coverage Summary on the EIIA International Travel website.

The University recommends that when leasing or renting a car abroad that you purchase the collision
damage and liability waiver. 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.
Attachments

2021-2024 International Travel Program Coverage Summary
Related Documents

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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
- Generali Global Assistance
- EIIA International Travel Website

Revision Management

Revision History Log:

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