

University Policy 01-020

International Travel

1. Policy Statement

- 1.1. Oregon State University (“university”) is committed to the health, safety, and security of all members of its community who travel outside the United States of America and its territories. The goal of this university policy is to ensure that a consistent set of standards and expectations associated with university-sponsored international travel is followed by all units of the university.
- 1.2. This university policy describes responsibilities of faculty, staff, and students when undertaking university-sponsored international travel, and establishes processes to help ensure that risks associated with university-sponsored international travel are identified, acknowledged, and managed appropriately. This policy seeks to enable consistent planning, operation, and response; provide quick and consistent institutional support for university-sponsored global activities in the event of crises; and reduce risks to students, faculty, staff and the institution.
- 1.3. Faculty, staff, and students embarking on university-sponsored international travel are to register their itineraries and receive orientation and risk mitigation materials in advance of their travel. Faculty, staff, and students embarking on travel to “high-risk” destinations are to gain approval beforehand, as described section 5.3.

2. Reason for Policy

- 2.1. The university is committed to providing students, faculty, and staff with access to global opportunities and experiences, which reveal a path to becoming globally minded citizens and promote student success. The university provides a number of programs and opportunities for university-sponsored international travel. Such travel provides unique and invaluable opportunities for members of the university community. International travel also entails certain risks for travelers and the university.
- 2.2. This policy describes responsibilities of individuals and establishes processes to help ensure that any risks associated with university-sponsored international travel are

identified, acknowledged, and managed appropriately. This policy seeks to enable consistent planning, operation, and response; provide quick and consistent institutional support for university-sponsored global activities in the event of crises; and reduce risks to students, faculty, staff, and the institution.

3. Scope & Audience

- 3.1. This university policy applies to university faculty, staff, students and all others who engage in university-sponsored international travel.
- 3.2. This policy does not apply to personal international travel.

4. Definitions

- 4.1. **University-sponsored international travel:** Any academic or business travel taken by university faculty, staff, students and all others that is authorized, funded, coordinated, or administered by the university. Such travel may include but is not limited to teaching, research, official study abroad programs, internships, volunteer or work programs and other experiential learning, field studies, performances, athletic contests and trips abroad in connection with a university recognized student organization, academic or administrative unit. It includes all research-related travel, including that funded by extramural grants and contracts.
 - 4.1.1. In accordance with the Student Organization Recognition Policy Manual (<http://fa.oregonstate.edu/sor>) all international travel of Department Student Organizations (DSOs) and Sponsored Student Organizations (SSOs) is considered university-sponsored travel. For Voluntary Student Organizations (VSOs), only travel funded by the university is considered university-sponsored travel.
- 4.2. **International travel:** Travel undertaken outside of the 50 United States or its territories.
- 4.3. **High-risk destinations:** Countries, regions, or cities under current U.S. Department of State Travel Advisory Level 3 or Level 4, or a Centers for Disease Control and Prevention (CDC) Travel Health Notice of Warning Level 3. The university may also apply the designation “high-risk” to locations that pose a specific health, safety or security concern as indicated by sources other than the U.S. Department of State and Centers for Disease Control and Prevention, such as individual U.S. embassies or consulates, the World Health Organization, insurers or travel providers.
- 4.4. **International travel registry:** A secure online database of Oregon State University international travelers, housed in an office designated by the Provost.

- 4.5. **International travel registrar (ITR):** A staff member designated by the Provost to maintain the international travel registry and review and coordinate approval or denial of requests to travel to high-risk destinations or U.S. sanctioned territories.
- 4.6. **International Traveler Risk Committee (ITRC):** A committee tasked with assessing and advising the Senior Vice Provost and ITR on risks related to international travel.
- 4.7. **Sanctioned countries and entities:** Countries and entities subject to United States trade or economic restrictions. The lists of sanctioned countries and entities are administered by the U.S. Treasury Department's Office of Foreign Assets Control (OFAC), U.S. Department of Commerce Bureau of Industry and Security Lists of Parties of Concern, and the International Traffic in Arms Regulations (ITAR) found on the U.S. Department of State Directorate of Defense Trade Controls websites. See Sec. 8 for links to these resources; a compiled list of sanctioned countries or entities can also be found here: <http://research.oregonstate.edu/export/international-travel>.

5. Responsibilities & Procedures

5.1. Registration of University-Sponsored International Travel

- 5.1.1. Faculty, staff, students, and all others participating in university-sponsored international travel are required to register their itineraries using the International Travel Registry before departure (<https://international.oregonstate.edu/international-travel>).

5.2. Faculty and Staff Accompanying Students on University-Sponsored International Travel

- 5.2.1. Faculty and staff traveling internationally with students and/or facilitating experiential education abroad must read and abide by guidelines on pre-departure orientation for OSU faculty, staff and students participating in university-sponsored international travel.

5.3. Approval for University-Sponsored Travel to High-Risk Destinations

- 5.3.1. **Undergraduate Students.** Undergraduate students are prohibited from participating in university-sponsored international travel to high-risk destinations. Students who wish to petition for an exception to this policy must follow the process described below:
 - a. Undergraduate students are required to submit a completed *Undergraduate Student Exception Petition for Travel to High-Risk Destinations* at least 90 days prior to the proposed travel. The petition requires students to demonstrate detailed knowledge of the risks involved in their proposed travel, and provide proof of

specific measures in place to mitigate those risks. For group travel, group petitions are permitted.

- b. The ITR will review and assess undergraduate petitions and make a recommendation to the Vice Provost for Student Affairs or designee for final determination. Approval may be conditional upon a petitioner taking further steps to mitigate risk including, for example, additional health, safety and security precautions, further training, special waivers, or additional insurance coverage.
- c. The Vice Provost for Student Affairs or their designee has final authority to approve, approve conditionally, or deny petitions for university-sponsored international travel to high-risk destinations for undergraduate students. Consultation with the relevant academic Dean(s) is encouraged.

5.3.2. **Graduate Students.** Graduate students are permitted to participate in university-sponsored international travel to high-risk destinations only after obtaining written permission from their college dean.

- a. The student's college dean is the final authority on decisions involving university-sponsored graduate student travel to high-risk destinations. Graduate students may not petition for an exception to their dean's ruling.
- b. Graduate students are required to submit a completed *Graduate Student Safety Plan for Travel to High-Risk Destinations* to their college dean at least 90 days prior to the proposed travel. The safety plan will demonstrate detailed knowledge of the risks involved in their proposed travel, and provide proof of specific measures in place to mitigate those risks. For group travel, group petitions are permitted.
- c. No one may be required or coerced to travel to a location designated as "high-risk" as defined in this university policy.

5.3.3. **Faculty/Staff.** Faculty and staff are permitted to participate in university-sponsored international travel to high-risk destinations only after obtaining written approval from the senior administrator of their college or division. Senior administrators are defined as members of the President's Cabinet, Provost's Council of Deans, and/or Provost's Senior Leadership Team.

- a. The senior administrator is the final authority on decisions involving travel to high-risk destinations. Faculty and staff may not petition for an exception to the senior administrator's ruling.
- b. No one may be required or coerced to travel to a location designated as "high-risk" as defined in this university policy.

5.4. University-Sponsored Travel to U.S. Sanctioned Territories

- 5.4.1. University employees are required to comply with United States export and sanctions regulations when traveling abroad with commodities, software, or technology.
- 5.4.2. No travel to U.S. sanctioned countries or business interaction with sanctioned entities may be conducted without prior approval from the U.S. Government and the Senior Vice Provost for Faculty Affairs. A current list of sanctioned countries can be found at OFAC's Resource Center (Sec. 8.2.5).
- 5.4.3. OSU's Office of Export Control and International Compliance (<https://research.oregonstate.edu/export>) can assist with export and sanction determinations related to international travel.
- 5.4.4. All travelers wishing to travel to countries or engage in business with entities subject to the administration and enforcement of U.S. economic embargoes and trade sanctions must work with OSU's Office of Export Control and International Compliance to determine and/or acquire proper authorization from the appropriate U.S. government agency/agencies. Travelers should keep in mind that all activities with sanctioned countries require significant advance planning, and should contact the Office of Export Controls and International Compliance as soon as they make the decision to consider travel to sanctioned countries.

5.5. **Liability Waivers/Assumption of Risk**

- 5.5.1. All travelers—except for employees and OSU-recognized volunteers—participating in university-sponsored international travel are required to read and sign the *Assumption of Risk and General Release from Liability Form* when they register travel through the International Travel Registry.
- 5.5.2. Travelers failing to do so may be prevented from traveling, may not receive credit for the course/program, and/or may be excluded from participating in other university global programs.

5.6. **Travel Insurance**

- 5.6.1. All travelers, upon registration, will be registered for travel insurance, which includes coverage for medical emergencies for covered injuries and sicknesses; evacuation for natural disasters and emergency medical situations; trip interruption and cancellation benefits; and 24-hour travel, safety and security assistance services.
- 5.6.2. Based on the location of travel and specific exclusions, some travelers may not be able to participate in the university travel insurance. The traveler will be notified if this is the case via email following their international travel registration.

- 5.6.3. The travel insurance is subject to terms, conditions, and exclusions. The full policy documentation can be found on the Risk Management website (<http://risk.oregonstate.edu/international>). The traveler should read the policy documentation thoroughly.
- 5.6.4. The traveler should carry their insurance ID card with them at all times during travel.

5.7. Evacuation

- 5.7.1. The university reserves the right to issue an instruction that all university travelers evacuate a given location when, in its sole judgment, conditions have changed to the extent that continued presence in that location endangers the health, safety, or security of participants.
- 5.7.2. The Senior Vice Provost for Faculty Affairs, or designee, in consultation with additional experts as needed, will evaluate the conditions at a given travel location and make recommendations to the Provost regarding trip interruption and/or evacuation.
- 5.7.3. If a traveler does not heed a university instruction to evacuate, that individual does so at his or her own risk, may forfeit insurance coverage, academic credit, tuition payments or expense reimbursement, may be held responsible for additional expense incurred by the university, and may be subject to disciplinary action under university policies, standards, or rules.

5.8. International Traveler Risk Committee

- 5.8.1. The International Traveler Risk Committee (ITRC) is a committee tasked with assessing and advising on international travel-related risk. The ITRC:
 - a. May be consulted to advise when students, faculty, or staff are proposing to travel to high-risk destinations;
 - b. Assesses risks associated with the proposed international travel and advises the Senior Vice Provost for Faculty Affairs, Vice Provost for Student Affairs, and ITR;
 - c. Oversees travel-tracking requirements and reporting; and,
 - d. Serves as a resource to unit directors, department heads, deans, and other senior administrators who are involved in making decisions related to international travel by university faculty, staff, students, and all others.
- 5.8.2. The ITRC is chaired by the Senior International Officer and includes representatives from the following campus units: Risk Management; University Compliance; the Research Office; OSU Global Opportunities (Study Abroad); Student Affairs; the

Graduate School; Undergraduate Studies; and Business Affairs. The Office of General Counsel advises the ITRC as needed.

- 5.8.3. For situations that require consultation with the ITRC, contact International Affairs at (541) 737-6310.

6. Forms & Tools

- 6.1. OSU GO maintains relevant forms including the Undergraduate Student Exception Petition, Graduate Student Safety Plan, and Supervisor Approval Forms. Contact OSU GO: <https://international.oregonstate.edu/osugo>

7. Frequently Asked Questions

- 7.1. None.

8. Related Information

8.1. OSU Resources:

- 8.1.1. Business Affairs: Travel <http://fa.oregonstate.edu/business-affairs/travel>
- 8.1.2. Fiscal Operations Manual - 411: Travel: <http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel>
- 8.1.3. Grants, Contract and Gift Accounting (GCG) Manual – 215-03: Foreign Travel <http://fa.oregonstate.edu/gcg-manual/200-specific-administration-award/215-travel-sponsored-projects/215-03-foreign-travel>
- 8.1.4. Office of Export Control and International Compliance website: <http://research.oregonstate.edu/export>
 - a. This website includes helpful information concerning international travel procedures and best practices to ensure compliance with federal regulations. This office can also provide information about restrictions associated sanctioned countries and entities. Questions pertaining to international travel may be directed to exports@oregonstate.edu or (541) 737-0647.
- 8.1.5. OSU International Travel Registry: <http://international.oregonstate.edu/international-travel>
- 8.1.6. Student Health Services Travel Clinic: <http://studenthealth.oregonstate.edu/clinical-services/travel-clinic>

8.2. Federal Resources:

- 8.2.1. Bureau of Industry and Security Lists of Parties of Concern, US Department of Commerce: <https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern>
- 8.2.2. Centers for Disease Control and Prevention (CDC) Travel Health Notices: <https://wwwnc.cdc.gov/travel/notices/>
- 8.2.3. Department of State (DoS) Travel Warnings: <https://travel.state.gov/content/passports/en/alertswarnings.html>
- 8.2.4. International Traffic in Arms Regulations (ITAR), US Department of State Directorate of Defense Trade Controls: https://www.pmdotc.state.gov/?id=ddtc_public_portal_compliance_landing
- 8.2.5. Office of Foreign Assets Control (OFAC), U.S. Treasury Department: <https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

9. History

- 9.1. Adopted: January 2019
- 9.2. Amendment: Housekeeping, April 2019.
- 9.3. Next scheduled review date: January 2022.

10. Website

- 10.1 University Policy 01-020 International Travel Policy: http://policy.oregonstate.edu/UPSM/01-020_international_travel_policy

11. Contacts

Department	Phone Number	Website
International Affairs	541-737-6433	https://international.oregonstate.edu
Office of Faculty Affairs	541-737-0732	https://facultyaffairs.oregonstate.edu/
Office of Global Opportunities	541-737-3006	https://international.oregonstate.edu/osugo