1. Policy Statement

1.1. Oregon State University ("university") is committed to supporting the health, safety, and security of all members of its community who participate in University-Related International Travel. This policy describes responsibilities of Travelers and establishes processes to help ensure that risks associated with University-Related International Travel are identified, acknowledged, and managed appropriately.

1.2. Travelers must register their travel with the university in advance of their departure pursuant to Section 5.1 of this University Policy. Travelers to Intermediate-Risk and High-Risk Destinations have additional requirements pursuant to Section 5.2 of this University Policy.

1.3. Travelers who fail to comply with this policy may face consequences including but not limited to disciplinary action or financial or other consequences.

2. Reason for Policy

2.1. The university recognizes that International Travel needs and opportunities may arise as part of the teaching, outreach, and research activities of the university for both students and employees. In these cases, International Travel advances the mission, values and global engagement profile of the university, and provides enriching experiences for the Traveler. International Travel also entails certain risks for Travelers and the university. This University Policy describes a consistent set of standards and expectations associated with University-Related International Travel which must be followed by all units and Travelers.

2.2. This University Policy seeks to enable consistent planning and operation, quick and consistent institutional response and support in the event of a crisis, and a reduction of risks to Travelers and the institution.

3. Scope & Audience

3.1. This University Policy applies to all persons who engage in University-Related International Travel.
3.2. This University Policy does not apply to personal international travel or to spouses, dependents, or others accompanying a Traveler for personal reasons. (See Section 8.1.3.)

4. Definitions

4.1. **High-risk destinations:** Locations that pose a specific health, safety or security concern as indicated by insurers, travel assistance providers, the U.S. Department of State Travel Advisory Level 4, a Centers for Disease Control and Prevention Travel Health Notice of Warning Level 3, or other travel advisory services.

4.2. **Intermediate-risk destinations:** Locations that pose a specific health, safety or security concern as indicated by insurers, travel assistance providers, or the U.S. Department of State Travel Advisory Level 3.

4.3. **International travel:** Travel outside of the 50 United States and the District of Columbia. U.S. Territories are considered International Travel for the purposes of this University Policy to allow access to additional health, safety, and travel insurance coverage, and because the risk rating of U.S. Territories may be different than that of the rest of the country.

4.4. **International Traveler Risk Committee (ITRC):** A committee tasked with assessing and advising on policies, procedures and risks related to University-Related International Travel. (See Section 5.3.)

4.5. **Senior administrator:** Members of the President’s Cabinet, but not including persons in elected or temporarily held offices; Provost’s Council of Deans; or Provost’s Senior Leadership Team.

4.6. **University-related international travel:** International travel for university-related activity, including but not limited to teaching, research, administration, conferences, service, advancement, alumni engagement, presentations, sabbatical, official study abroad programs, internships, volunteer or work programs, other experiential learning, field studies, performances, or athletics. It includes all research-related travel, including that funded by grants and contracts.

4.6.1. All International Travel of Department Student Organizations is considered University-Related International Travel. For Recognized Student Organizations, only travel funded by the university is considered University-Related International Travel.

4.7. **University traveler (“traveler”):** Employees, students, volunteers, official guests, or others who engage in University-Related International Travel.
5. Responsibilities & Procedures

5.1. Responsibilities and Procedures for All Travelers

5.1.1. Registration of University-Related International Travel. All Travelers are required to register their travel with the university in advance of their departure via the process outlined on the International Travel website. (See Section 6.1.) Travelers who are not a university employee or student will need a university employee to register on their behalf.

a. Failure to register travel may result in delays or forfeiture of reimbursement of travel expenses, or delays in the ability of the university to provide support in the event of an emergency.

5.1.2. Orientation. Travelers may be required to participate in pre-departure orientations, read and abide by applicable guidelines, or complete other trip-related requirements. These requirements are generally communicated to the Traveler by the Office of Global Opportunities (OSU GO).

5.1.3. Liability Waivers/Assumption of Risk. Travelers who are not university employees or university-recognized volunteers are required to read and sign the Acknowledgement of Risk and Waiver of Liability Form. (See Section 6.2.)

5.1.4. Evacuation. The university reserves the right to issue an instruction that all Travelers evacuate a given location when the university deems, in its sole judgment, that conditions have changed to the extent that continued presence in that location endangers the health, safety, or security of Travelers.

a. The Senior International Officer or their designee, in consultation with the ITRC, will evaluate the conditions at a given travel location and make a recommendation to the Provost for a decision regarding trip interruption or evacuation.

b. If a Traveler does not heed a university instruction to evacuate, that individual remains at their own risk, may forfeit insurance coverage, and may face consequences including but not limited to disciplinary action or financial consequences.

5.1.5. Export Controls. Federal export and sanctions regulations prohibit the unlicensed export of specific commodities, software, technology, and payments to or from certain countries, entities, and individuals for reasons of national security, foreign policy, or protection of trade. All Travelers must comply with United States export and sanctions regulations when engaging in International Travel. Travelers must consult the Export Compliance Officer if
they have any questions or concerns, or if it is suspected that export controls may apply. (See Section 8.2.)

a. The Office of Export Controls and International Compliance will analyze accompanying equipment, materials, technology, software, and technical data; potential end use/users; and other travel related transactions for export control requirements and will file required documentation on the Travelers’ behalf.

5.1.6. **Data Security.** International travel introduces additional risks to the security of university data. Travelers must take appropriate steps to protect university data during their time spent outside the United States. The Office of Information Security identifies locations deemed a high, moderate, or low risk for data compromise and provides data security consultations for Travelers. A data security consultation is required for Travelers to locations deemed a high risk for data compromise. (See Section 8.3.)

5.2. **University-Related Travel to Intermediate-Risk or High-Risk Destinations**

5.2.1. Intermediate-Risk and High-Risk Destinations are identified during the travel registration process by either the Controller’s Unit or OSU GO. The Controller’s Unit or OSU GO will work with the Traveler to collect all required information and complete required steps.

a. All Travelers to Intermediate-Risk or High-Risk Destinations will be provided with a risk assessment for their destination.

b. As appropriate, a single submission of certain required information or documentation is permitted for group travel.

c. **Intermediate-Risk Destinations.** Travelers to Intermediate-Risk Destinations must:

i. Provide emergency contact information;

ii. Register their travel with the U.S. Department of State Smart Traveler Enrollment Program (see Section 8.6.1); and

iii. Provide their full detailed travel itinerary.

d. **High-Risk Destinations.** No one may be required or compelled to travel to a location designated as High-Risk as defined in this University Policy. Requests to travel to High-Risk Destinations are reviewed by the ITRC and require the approval of a Senior Administrator. Travelers to High-Risk Destinations must:
i. Complete the required steps for Intermediate-Risk Destinations;

ii. Submit a *High-Risk Travel Request Form* (see Section 6.1). This document includes a justification of travel, acknowledgement of risk, and other information; and

iii. Submit a letter of support. For students, the letter should come from a supervisor or faculty involved with the travel. For employees, the letter should come from their department head or direct supervisor. For others, the letter should come from the head of the unit connected to the trip.

5.2.2. **High-Risk Travel Approval Process.**

a. Completed *High-Risk Travel Request Forms* will be brought to the ITRC by either OSU GO or the Controller’s Unit.

b. The ITRC will review and assess *High-Risk Travel Request Forms* and make a recommendation to the Senior Administrator or their designee for final determination. Approval may be conditional upon a Traveler taking further steps to mitigate risk including, for example, additional health, safety and security precautions, modification of proposed itinerary, further training, special waivers, or additional insurance coverage.

c. The following Senior Administrator or their designee has final authority to approve, approve conditionally, or deny petitions for University-Related International Travel to High-Risk Destinations:

   i. For undergraduate students, the Vice Provost of Student Affairs has decision-making authority.

   ii. For graduate students, the Dean of their home college has decision-making authority.

   iii. For employees and all others, the Senior Administrator of the unit connected to the trip has decision-making authority.

d. The decision of the Senior Administrator is final.

5.3. **International Traveler Risk Committee (ITRC)**

5.3.1. The ITRC:

a. Reviews and advises on policies and procedures for University-Related International Travel;
b. Reviews and advises on travel to Intermediate-Risk or High-Risk Destinations, including review of High-Risk Travel Request Forms with recommendation to Senior Administrator on approval or denial;

c. May suggest or require additional steps to ensure Traveler safety in certain cases;

d. May be consulted regarding trip interruption, evacuation, emergencies, or other International Travel-related situations.

5.3.2. The ITRC is chaired by the Senior International Officer or their designee and includes a faculty representative and subject matter experts from the following campus units: Insurance and Risk Management Services, the Research Office, University Information and Technology, OSU GO, the Office of Academic Affairs, Student Health Services, and the Controller’s Unit. Other offices may advise or be consulted as needed, including the Office of General Counsel; the Office of Audit, Risk and Compliance; the Division of Student Affairs; the Graduate School; or others.

6. Forms & Tools

6.1. The International Travel website provides information to guide Travelers through the processes and in compliance with the International Travel policy. Travelers may be required to complete the High-Risk Travel Request Form. Travelers will be prompted to complete these steps by either the Controller’s Unit or OSU GO, if required, during the process of registering their travel. An overview of the process, details on required information and examples of required forms can be found on the website. https://global.oregonstate.edu/international-travel

6.2. Travelers who are not university employees or university-recognized volunteers are required to read and sign the Acknowledgement of Risk and Waiver of Liability Form. https://risk.oregonstate.edu/forms

7. Frequently Asked Questions

7.1. None.

8. Related Information

8.1. Travel, Accident, and Sickness Insurance. All registered Travelers are covered by an insurance policy that 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. The full policy documentation can be found on the Insurance and Risk Management Services website. https://risk.oregonstate.edu/international-travel

8.1.1. The travel insurance is subject to terms, conditions, and exclusions. Based on the location of travel and specific exclusions, some Travelers may be precluded from coverage or have limited coverage. The Traveler will be notified if this is the case via email following their International Travel registration.

8.1.2. Travelers should install the carrier’s travel, accident, and sickness app on their phone and carry proof of enrollment or membership card with them at all times during travel.

8.1.3. Spouses, dependents, and other guests are eligible for coverage when accompanying a Traveler for personal reasons. The cost of this coverage is borne by the Traveler.

8.2. **OSU Export Controls Policy:** University Policy 06-040 Export Controls also applies to University-Related International Travel. https://policy.oregonstate.edu/UPSM/06-040_export_controls

8.2.1. Export Controls and International Compliance. The Office of Export Controls and International Compliance provides determinations and guidance related to export control compliance. Any activities involving sanctioned countries require significant advance planning. Travelers should contact the Export Compliance Officer at the earliest opportunity. https://research.oregonstate.edu/export-control-international-compliance

8.3. **Data Security.** The Office of Information Security provides data security consultations for OSU Travelers. If required, Travelers will be contacted by the Office of Information Security to complete the consultation. All other Travelers may contact the Office of Information Security to request a briefing, if desired. Briefings will typically be provided by the Governance, Risk, and Compliance Manager. https://uit.oregonstate.edu/infosec/

8.4. **Student Health Services Travel Clinic:** The Student Health Services Travel Clinic offers pre-travel consultations for employees and students tailored to each Traveler’s health history, destination, and potential activities. http://studenthealth.oregonstate.edu/clinical-services/travel-clinic

8.5. **OSU Fiscal Policy for Travel:** OSU Fiscal Policy for Travel also applies to University-Related International Travel. https://fa.oregonstate.edu/fiscal-policy-program/03-140-401-travel
8.6. **Federal Resources:**

8.6.1. Department of State Smart Traveler Enrollment Program:  
https://step.state.gov/step/

8.6.2. Centers for Disease Control and Prevention Travel Health Notices:  
https://wwwn.cdc.gov/travel/notices/

8.6.3. Department of State Travel Warnings:  
https://travel.state.gov/content/passports/en/alertswarnings.html

9. **History**


9.2. Revised: University Policy University Policy 01-020 *International Travel* received housekeeping amendments April 2019, May 2021 and March 2023, and was revised on October 31, 2023.

9.3. Next scheduled review date: October 2026.

10. **Website**

10.1. [http://policy.oregonstate.edu/UPSM/01-020_international_travel_policy](http://policy.oregonstate.edu/UPSM/01-020_international_travel_policy)

11. **Contacts**

Primary policy and ITRC contact:  
**Office of Academic Affairs, Global Affairs Associate**  
541-737-6209  
[https://global.oregonstate.edu/](https://global.oregonstate.edu/)

Office of Global Opportunities (OSU GO)  
541-737-3006  
[https://academicaffairs.oregonstate.edu/osugo](https://academicaffairs.oregonstate.edu/osugo)

Travel and Expense Office  
541-737-4262  
[https://fa.oregonstate.edu/travel-and-expense](https://fa.oregonstate.edu/travel-and-expense)

Insurance and Risk Management Services  
541-737-1323  
[https://risk.oregonstate.edu/international-travel](https://risk.oregonstate.edu/international-travel)
Export Controls and International Compliance Office
541-737-0647
https://research.oregonstate.edu/export-control-international-compliance

Office of Information Security, Governance, Risk, and Compliance Manager
541-737-9341
https://uit.oregonstate.edu/infosec/