

Dixie State University Policy

224 International Travel



- I. Purpose
- II. Scope
- III. Definitions
- IV. Policy
- V. References
- VI. Procedures
- VII. Addenda

I. Purpose

- 1.1 Individuals traveling on behalf of Dixie State University are aware that international travel poses additional safety risks not inherent in domestic travel. This policy provides guidelines to mitigate those risks wherever possible.

II. Scope

- 2.1 This policy covers all travel outside of the United States, its possession and territories. This policy is applicable to all faculty, staff, and students of Dixie State University that are engaged in University supported or sponsored programs or activities.

III. Definitions

- 3.1 ***International Travel:*** Travel outside of the continental United States and Alaska and Hawaii.
- 3.2 ***Travel Insurance:*** Travel insurance for any international travel. The traveler must purchase insurance through DSU's Purchasing Department from an approved provider.
- 3.3 ***Traveler's Checklist:*** A checklist form that ensures all requirements for international travel have been met. (See Addenda for a link to the Travel Forms website.)
- 3.4 ***Traveler's Contact and Emergency Information:*** A form that provides contact information for University travelers at each international destination in case of an emergency. (See Addenda for a link to the Travel Forms website.)

- 3.5 *Traveler's Itinerary and Contact Information*: A form that provides contact information for each of the travelers and an itinerary for the trip. (See Addenda for a link to the Travel Forms website.)
- 3.6 *Waiver of Liability*: A form that provides for the waiver of liability for Dixie State University. (See Addenda for a link to the Travel Forms website.)

IV. Policy

- 4.1 Due to the potential risks associated with international travel, all international travel must be recommended by the responsible Vice-President, be approved by the University President, and be supported by a letter that provides reasons for the travel and the importance of the travel to the University.
- 4.2 The University has the right to deny a travel request due to substantial travel risks, due to an inadequate relationship between the travel and the oversight responsibilities of the traveler, and/or due to an inadequate business purpose for the trip.
- 4.3 U.S Department of State International Travel Advisories:
 - 4.3.1 International travel to destinations that have a Level 4 Travel Advisory will not be approved.
 - 4.3.2 International travel to destinations which have a Level 3 Travel Advisory should reconsider travel and will only be approved when business circumstances warrant an increased risk of travel and require a Risk Management Consult.
 - 4.3.3 DSU faculty, staff, students, and representatives traveling internationally to destinations that have a Level 2 Travel Advisory should exercise increased caution.
 - 4.3.4 DSU faculty, staff, and representatives traveling internationally to destinations that have a Level 1 Travel Advisory may exercise normal precautions.
- 4.4 The travel must be supported by sufficient funding to cover all travel costs prior to the start of the trip. The funds must reside in the index codes designated for the travel. All international travelers must purchase insurance policies through DSU's Purchasing Department.
- 4.5 The Traveler must also complete all of the forms listed in "Forms to be Completed Prior to Start of Trip" checklist and submit them to the Travel Office at least 30 days prior to the start of the trip. (See Addenda for a link to

the Travel Forms website.)

- 4.6 International travel is limited to persons who are 18 years of age or older.
- 4.7 Individuals are responsible for making travel arrangements that provide adequate standards of comfort, convenience, safety and efficiency, and are the most economical option under the circumstances.
- 4.8 International Travel is not covered under the University's Risk Management insurance and requires the purchase of Risk Management approved international travel insurance through the Purchasing Department.
- 4.9 Foreign Currency Conversion Costs
 - 4.9.1 When traveling internationally, there are costs associated with buying foreign currencies, typically 2% to 3%. These may include credit card fees, bank fees and ATM fees. These fees are reimbursable to the traveler if receipts are provided and submitted with the travel claim.

V. References

- 5.1 U.S. Department of State, Bureau of Consular Affairs. Travel Advisories Website.

VI. Procedures

- 6.1 International Travel Procedures
 - 6.1.1 Allow adequate planning time for preparation, review and approval. The completed and approved Travel Authorization form for the trip is due in Purchasing Services a minimum of 30 days prior to departure.
 - 6.1.2 Secure permission with the Department Chair/ Dean, or Executive Director to determine feasibility of funding for the proposed travel. Prospective travelers are encouraged to evaluate the proposed travel using the principles of prudence and essentiality. Travel should also be in harmony with the University mission.
 - 6.1.3 Prepare the Travel Authorization form and obtain appropriate approval signatures.
 - 6.1.4 Take appropriate steps to complete the International Travel Procedure Checklist.
 - 6.1.5 Create a detailed itinerary for travel and include budget, locations,

dates, times, mode of transportation, in-county contacts, lodging, safety/security action plan, daily activities, and a list of participants.

- 6.1.6 Review relevant laws, regulations, customs, and regulatory compliance requirements, such as export laws and controls.
- 6.1.7 Consult with United States Department of State and the Center for Disease Control seeking warnings or travel alerts for the country or countries to which you propose to travel.
- 6.1.8 Create a written emergency action plan and/or consult with Risk Management. List emergency and other important contacts domestic and abroad. Develop safe emergency meeting places. Things to consider for the plan include what to do for lost or stolen documents, medical problems, financial contingency, security protection, communication barriers, transportation, civil unrest/threats, evacuation, abduction, weather-related emergencies, and legal advice.
- 6.1.9 All travelers must complete the International Travel Waiver of Liability.
- 6.1.10 International travel insurance is required for all international travelers. Purchasing Services will facilitate the purchase of this insurance through the approved insurance provider. Contact Purchasing Services for more information.
- 6.1.11 Leave a copy of all documentation with your direct supervisor.

VII. Addenda

- 7.1 For forms, tables, and related procedures please use the following link to the travel office website: http://dixie.edu/busoff/travel_information.php

Policy Owner: Administrative Affairs, VP

Policy Steward: Executive Director of Business Services

History:

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