

College Procedure: 403.8 – International Travel

Policy Reference:	403 – Workplace Safety
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	08/20/2014

Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure governs all international travel by Kirkwood employees engaging in an activity related to College business. This includes all international travel outside of United States borders representing Kirkwood for any reason, including professional conferences, professional development and/or any study abroad programs or for any other reason related to College business. All departments and student organizations must comply with the requirements for travel and the rules and regulations established by the Kirkwood Board of Trustees and the State of Iowa.

Kirkwood seeks to promote safe travel internationally by faculty and staff who are participating in or carrying out official College business. The procedure assists in being prepared to respond appropriately to emergency situations that may arise during international travel with or without accompanying students. Employees traveling with students will also understand the Student International Travel Procedure and enforce rules and regulations for students.

The Procedure

Approval Authority and International Programs Office:

All Kirkwood employees initiating travel abroad will consult with the International Programs office to ensure all transportation, visa, housing, insurance and all other appropriate arrangements have been made and are recorded and documented centrally in the International Programs office. All international travel must be approved by a Cabinet member and to be processed through the International Programs office. Prior to making travel arrangements, the traveler must ensure that their travel is supported and approved by their immediate supervisor. If approval and support by an immediate supervisor is not obtained, travel is subject to cancellation and could jeopardize monetary support from Kirkwood.

Travel to countries with US State Department Travel Advisories Levels 3-4 is strongly discouraged and requires submission of additional justification and documentation prior to approval by Cabinet and the International Programs Dean. This justification should be submitted along with the International Travel Application form. All US State Department Travel Advisory levels are posted at <https://travel.state.gov>.

If a travel advisory is heightened or issued after the initial approval, the travel is subject to cancellation.

Procedures for Kirkwood Employees Travelling without Students:

1. Employees must obtain support from a Cabinet member and consult with International Programs about the travel arrangements (visa, travel warnings, etc.).
2. If the travel involves students travelling and/or the faculty/staff is interested in proposing a new study abroad program for students, they must follow the established processes and procedures of the International Programs office for that proposal.
3. Employees travelling abroad must complete the International Travel Application, which can be found on KIN under Employee Forms Plus – International Travel Application. The International Travel Application must be filed at the International Programs office a minimum of four weeks prior to departure and include a copy of current passport. Passports must be valid for a minimum of six months after the dates of travel.
4. Upon receipt of the International Travel Application in International Programs, approved faculty and staff will be enrolled by International Programs in STEP – US Embassy Registration and Medical Evacuation and Repatriation Insurance.
5. Faculty and staff traveling abroad are recommended to have a College-issued Purchasing Card in their possession to use in the case of emergencies.
6. Faculty and staff travelling abroad must have a working active cell phone for communication while travelling. It is possible to check out an international cell phone from International Programs for emergency use during their travel.

Procedures for Kirkwood Employees Travelling with Students:

1. Employees must obtain support from a Cabinet member and consult with International Programs about the travel arrangements (visa, travel warnings, etc.).
2. If the travel involves students travelling and/or the faculty/staff is interested in proposing a new study abroad program for students, they must follow the established processes and procedures of the International Programs office for that proposal. Employees travelling with students must be full-time faculty/staff who have a minimum of 3 years of full-time employment with the College. Exceptions may be made with Cabinet approval.
3. Employees travelling abroad must complete the International Travel Application, which can be found on KIN under Employee Forms Plus – International Travel Application. The International Travel Application must be filed at the International Programs Office a minimum of four weeks prior to departure and include a copy of current passport. Passports must be valid for a minimum of six months after the dates of travel.
4. Upon receipt of the International Travel Application in International Programs, approved faculty and staff will be enrolled by International Programs in STEP – US Embassy Registration and Medical Evacuation and Repatriation Insurance.

5. Faculty and staff traveling abroad must have a College-issued Purchasing Card in their possession to use in the case of emergencies.
6. Faculty and staff travelling abroad must have an accessible mode of communication available at all times, i.e. a working active cell phone for communication while travelling. Phones must remain on at all times. It is possible to check out an international cell phone from International Programs for emergency use during their travel.
7. Faculty and staff travelling abroad with students must review thoroughly and adhere to the detailed policies and procedures contained in the following documents: Student Study Abroad Contract, Kirkwood International Programs Emergency Response Protocol, Study Abroad Health and Safety Manual, Employee International Travel Procedure, and any other documents specified by Kirkwood International Programs.
8. Kirkwood Faculty Leaders must participate in all scheduled programming on the program itinerary with students.
9. The faculty leader will carry the Study Abroad Emergency Packet with critical program documents prepared by International Programs for hard copy emergency information access. Kirkwood's Study Abroad Emergency Response Protocol outlines the contents of the Emergency Packet.
10. Family members are not allowed to accompany faculty leaders as guests unless they are enrolled students in the program.
11. Kirkwood employees including faculty/staff are not allowed to share a sleeping room with a student. In addition, male and female students must be separated.
12. Kirkwood employees are expected to maintain their professional and ethical responsibilities to the College at all times. Faculty/staff are not allowed to drink alcohol with students in private areas or in private/shared living space. Faculty/staff are prohibited from excessive drinking and prohibited from buying students alcohol or other illegal substances as defined by US law.
13. Kirkwood employees are prohibited from transporting alcohol or other illegal substances across borders for students.
14. Kirkwood faculty/staff leaders must report in (via phone, email or text) to the staff contact in International Programs a minimum of three separate occasions to ensure contact with the group is maintained. These times are:
 - on arrival at the international destination;
 - weekly;
 - on arrival home.
15. All incidents regarding students' and or faculty/staff health and/or accidents must be reported as soon as they occur to International Programs via phone and utilizing the International Programs Study Abroad Incident Report. In the case of a Kirkwood employee, the employee must complete the Work Comp injury/illness form.

International Air Travel Accommodations:

1. The most economical mode of travel, coach/economy/premium economy class, is required if available. Business class may be used for travel if approval is given by the appropriate Cabinet member and any of the following conditions are met:

An international flight with continuous flight time of 10 hours or more;

- a. The traveler submits documented medical reasons to Human Resources and the individual's Cabinet member that warrant the class approval.
2. Business class travel must be approved in advance of the travel and evidence of pre-approval must be attached to the International Travel Form as well as the charge submitted to Finance.
3. Business class is not allowable for students or for faculty/staff when travelling with students on study abroad programs or other student activities.
4. If the individual travelling is not approved for an upgrade but purchases a higher-class travel on his/her own, that individual will pay the difference in cost for the ticket.
5. If your airfare is being paid by a federal grant, you are required to use a U.S. Flag Carrier, per the "Fly America Act" federal regulation.

References

INTERNATIONAL PROGRAMS STUDY ABROAD INCIDENT REPORT

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	08/20/2014	Jim Choate, Vice President, Finance	New procedure
2	05/10/2017	Mick Starcevich, President	New template
3	07/06/2017	Dawn Wood	Edits
4	07/05/2018	Dawn Wood	Edits
5	08/26/2019	Cabinet	Procedure template
6	12/18/2025	Dawn Wood	Procedure edits