

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: International Travel

**Regulation and Procedure
Number: URP: 01.290**

**Policy Owner: Finance and Administration and
Academic Affairs**

POLICY STATEMENT

The university supports international travel to advance the mission and goals of the institution. However, the university understands there are inherent risks associated with international travel. This URP is meant to outline actions that must be taken to minimize institutional and personal risk related to international travel.

This URP applies to any employee, student, or guest who is traveling on any TWU-sponsored, administered, or related activity regardless of whether university funds are used. This includes but is not limited to:

- Official education abroad programs (See URP 02.265: Faculty-Led Education Abroad)
- Research
- Conferences, trainings, and seminars
- Volunteer work and experiences
- Internships
- Student organization trips
- Student Athletics events
- Student Life-sponsored trips
- Field work and studies

Personal/vacation travel is not subject to this URP.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

DEFINITIONS

1. “Guest” means any person not affiliated with Texas Woman’s University as a student, faculty member, staff member, or a dependent/minor dependent of a TWU faculty or staff member. For more information related to minor

dependent participation guidelines, please see URP 02.265: Faculty-Led Education Abroad.

2. “International Travel Oversight Committee (“ITOC”)” means a group of university officials who assess the risk of proposed international travel to locations identified as TWU Restricted Regions. The ITOC consists of the following university officials or their designee:
 - a. Vice President for Finance and Administration
 - b. Executive Vice President for Academic Affairs and Provost
 - c. Vice President for Student Life
 - d. General Counsel
 - e. Executive Director of International Affairs
 - f. Executive Director of Risk Management
 - g. Subject matter experts (as necessary)
3. “TWU Restricted Regions” means areas to which University employees and students are prohibited from traveling unless an exception is granted by the ITOC. TWU Restricted Regions are divided into three TWU Risk Categories based on these factors:
 - a. Countries or areas with a current Level 3 or 4 [U.S. Department of State Travel Advisory](#).
 - b. Countries or areas with a Warning Level 3 from the [Centers for Disease Control](#).
 - c. Countries or areas with elevated risk based on the risk assessment from the university’s international insurance provider.
 - d. Countries or areas that have decreasing stability due to an increase in civil or political unrest or due to a recent or impending natural disaster.
4. TWU Risk Categories:
 - a. TWU Risk Category 3-High Risk: Location that has any of the following:
 - i. Level 4 Travel Advisory from the [US Department of State](#)
 - ii. Level 3 Warning from the [CDC](#)
 - iii. Level 5 Risk Rating from TWU’s international insurance provider
 - b. TWU Risk Category 2-Moderate Risk: Location that has any of the following:
 - i. Level 3 Travel Advisory from the [US Department of State](#)
 - ii. Level 2 Alert from the [CDC](#)

- iii. Level 3 or 4 Risk Rating from TWU's international insurance provider
 - c. TWU Risk Category 1-Low or Variable Risk: Location where part of that country has High or Moderate Risk; however, the itinerary of the proposed travel is in a Low Risk part of the country. These locations may also have a:
 - i. Level 1 or 2 Travel Advisory from the [US Department of State](#)
 - ii. Level 1 Alert from the [CDC](#)
 - iii. Level 1 or 2 Risk Rating from TWU's international insurance provider
- 5. "University-sponsored Abroad Programs" means any group activity organized and/or led by the university which is delivered outside the United States.

REGULATION AND PROCEDURE

I. International Travel Registration Process

A. Employee Requests

The following process extends to both individual employees and employees leading University-sponsored Abroad Programs, regardless of whether or not travel is funded by TWU. This does not include personal/vacation travel unaffiliated with TWU. All employees should start this process at least 45 days prior to international travel. Last-minute travel requests could result in travel not being approved.

1. Employees requesting international travel must register travel plans through the University's [International Travel Registry](#).
2. Complete and submit a Request for Travel Authorization ("RTA") form for review and approval by the supervisor, the account holder (if university funds are used), and department head/Dean.
3. Upon approval by the supervisor, the account holder, and department head/Dean, the completed RTA is routed to the Office of Risk Management (risk@twu.edu) for review.
4. If the travel location is not identified as a TWU Restricted Region or is considered a TWU Risk Category 1 location, then the RTA is approved.

5. If the employee is traveling to a location that is classified as a TWU Risk Category 2, then the Office of Risk Management will review travel details submitted by traveler in the International Travel Registry to determine whether review by the ITOC is necessary.
6. Travel to locations considered a TWU Risk Category 3 will automatically receive a review by the ITOC.
7. Upon approval by the Office of Risk Management, the RTA is sent to the appropriate vice president, followed by the Chancellor for final approval.
8. Upon receiving final approval for international travel, the traveler must:
 - a. Contact Information Technology Solutions if he/she is taking an electronic device or any intellectual property when traveling (See URP 02.450: Export Controls).
 - b. Log back into the [International Travel Registry](#) to complete registration processes and documentation including but not limited to:
 - i. Registration with TWU's international insurance provider.
 - ii. Payment of the International Travel Fee. This fee covers international insurance and administrative costs associated with international travel.
 - iii. Acknowledgement of receipt and review of the country report, safety and security resources, and crisis plan related to the travel location.
 - iv. Request for Student Group Travel Card (Required for University-sponsored Abroad Programs Leaders only).

B. Student Requests

1. All students requesting independent international travel must register through the University's [International Travel Registry](#).

2. Depending on the type of program, applications and requests for independent international travel will be reviewed and approved by one of the following:
 - a. Education Abroad Programs:
Respective academic component and Education Abroad Programs
 - b. Non-credit academic programs:
Appropriate Dean and/or Academic Component Leader
 - c. Student Life related programs:
Appropriate Associate Vice President for Student Life
3. Upon approval, requests for student independent international travel are routed to the Office of Risk Management for review.
4. If the travel location is not identified as a TWU Restricted Region or is considered a TWU Risk Category 1 location, then the request is approved and all involved parties are notified.
5. If the student is traveling to a location that is classified as a TWU Risk Category 2, then the Office of Risk Management will review travel details submitted by the traveler in the International Travel Registry to determine whether review by the ITOC is necessary.
6. Travel to locations considered a TWU Risk Category 3 will automatically receive a review by the ITOC.
7. Upon receiving final approval for international travel, the traveler must:
 - a. Contact Information Technology Solutions if he/she is taking an electronic device or any intellectual property when traveling ((See URP 02.450: Export Controls).
 - b. Log back into the International Travel Registry to complete processes and documentation including but not limited to:

- i. Registration with TWU's international insurance provider
- ii. Payment of the International Travel Fee. This fee covers international insurance and administrative costs associated with international travel
- iii. Acknowledgement of receipt and review of the country report, safety and security resources, and crisis plan related to the travel location.

II. Additional Considerations

A. International Travel of Guests

Guest participation in University-Sponsored Abroad Programs is at the discretion of the program leader.

B. Student Group Travel Card

TWU employees leading University-sponsored Abroad Programs are required to request a Student Group Travel Card. This card is intended for use during emergencies to pay for unanticipated expenses related to student transportation, lodging and meals.

C. Export Controls

Employees engaging in international travel must abide by URP 02.450: Export Controls.

D. Last-minute Travel Registrations

International travel registrations submitted less than 45 days from the date of departure may not allow sufficient time for review resulting in a denial of the request.

E. Changes Prior to Departure

1. If the traveler adjusts travel plans after Risk Management and/or ITOC approval, then the traveler is responsible for reporting this change to Risk Management for review.

2. If there is a change in the level of risk in the proposed location, Risk Management and/or the ITOC has the right to withdraw its approval to travel.

F. Changes in Risk during Travel

1. It is possible that travel would need to be modified or suspended by the university due to a sudden change in a location's level of risk. In these situations, the ITOC will consider the following:
 - a. The new level of risk associated with continuing the activity in the travelers' location.
 - b. The plan in place to address risks for the travelers.
2. In circumstances where employees or students are perceived to be in immediate danger, the Off-campus Incident Annex of TWU's Comprehensive Emergency Management Plan will be activated. The university may suspend affected programs and activities immediately and initiate procedures for evacuation and extraction.
3. On a case by case basis, the university may indemnify travelers for relevant expenses incurred due to existing travel arrangements.

G. Consequences for Non-adherence

TWU will not support travel that takes place without adherence to the requirements of this URP, and disregarding this URP may result in the following:

1. Students who do not adhere to this URP will be referred to the Office of Civility and Community Standards for disciplinary action. Additionally, respective departments and colleges will be notified.
2. Employees who do not adhere to this URP will be referred to their respective supervisor and Vice President and may be prohibited from future international travel.
3. Requests for reimbursement of expenses related to unapproved travel will be denied.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 02.265: Faculty-Led Education Abroad](#)

[URP 02.450: Export Controls](#)

FORMS AND TOOLS

[Request for Travel Authorization Form](#)

[Student Group Travel Card Form](#)

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