



15.2.1 International Travel Policies and Procedures

Chapter 15 - International	Original Effective Date: October 2010
Section: 15.2 International Travel	Date Last Reviewed: November 2019
Responsible Entity: Vice President for Academic, Faculty, and Student Affairs & Vice President and Chief Financial Officer	Date Last Revised: November 2019

I. Purpose

UT Health San Antonio (UTHSA) is committed to its faculty, staff, students, and clinical trainees to ensure the availability of essential resources regarding institutional international travel. Members of the University of Texas System, including UTHSA faculty, staff, trainees, and students who travel abroad on University business or University sponsored programs are vulnerable to exposure from weather related catastrophe, political unrest, national disaster, terrorism, criminal activity, or other potential risks. Each of these examples presents unique exposures and requires equally unique responses to help mitigate associated risk. Therefore, international travel by members of the University community will be administered and monitored centrally by the Office of International Services (OIS). The purpose of this policy is to provide coordinated institutional oversight of international travel.

II. Scope

Any educational or business travel abroad sponsored, administered, or organized by UTHSA or conducted within one’s capacity as a University representative, regardless of funding source, is governed by this policy.

For the purpose of this policy, “international travel” means any travel by members of the campus community that crosses an international border, frontier, or boundary. This includes the entire U.S. and Mexico international border/boundary, and includes Canada and the contiguous Caribbean Islands, including Cuba.

III. Policy

In compliance with the University of Texas System requirements, all University travelers must register with the U.S. Department of State, International SOS, and the OIS travel registry prior to departure.

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All University travelers will also comply with institutional policies, including but not limited to, information security protocols, conflict of interest, and conflict of commitment and outside activities, as well as regulatory requirements that pertain to international travel.

Further, per UT System Policy 190, the University must have an International Oversight Committee (IOC) comprised of members appointed by the President. The IOC is responsible for reviewing and approving all University-sponsored travel to areas of High Risk. This includes travel to locations where the U.S. Department of State has issued a Travel Advisory Level 4: Do Not Travel or Level 3: Reconsider Travel (Note: this includes numerical advisory levels for sub-regions within a country even if the country is a Level 1 or 2; e.g., states in Mexico, or where the IOC has deemed significant health, safety, or security risks are present);

The IOC is charged with conducting a thorough risk assessment of the proposed international travel site and/or location that will carefully review the health and safety situation of the locality and other associated risk concerns before an exception will be considered. Processes and procedures for requesting a waiver policy may be found on the OIS intranet site.

To ensure appropriate response within a reasonable period of time following any incident abroad, this policy establishes the University's International Crisis Response Team (ICRT). ICRT members are appointed by the President.

The ICRT works in coordination with the Vice President for Academic, Faculty, and Student Affairs and the President's Office, and is responsible for coordinating the institutional response and communications as related to an international emergency or crisis. The core ICRT will comprise a small group of experts in crisis management to oversee the response if and when an emergency occurs, who will draw upon the expertise of individuals across the institution to assist on an ad-hoc basis depending on the nature of the situation.

Additional guidelines, processes, and procedures related to international travel may be found at the Travel Services Office intranet site and the OIS website.

A. Specific Provisions

International travel that is partially and/or fully supported by an external third-party, including travel that is sponsored by an endowment gift or governmental grant or contract is not exempt from this policy and must meet the minimum standards as noted herein.

International travel requests are not considered fully approved until reviewed by the Office of the Vice President and Chief Financial Officer; departmental approval is not considered determinative, and travelers are cautioned not to rely on departmental level approval when making professional and academic commitments abroad.

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The University of Texas System, along with the leadership of UT Health San Antonio, reserves the right to prohibit institutional travel to certain countries or localities by faculty, staff, and students.

Personal travel or travel taken while on vacation or leave from the University, if not conducted within one's capacity as a University representative, is not included under this policy.

B. Exceptions

Registered UTHSA student organizations are independent entities and are, thus, exempt from this policy. Faculty advisors are, however, not exempt from the general provisions of the international travel policies. Student organization leaders and student organization faculty advisors are cautioned to carefully weigh the risks of travel to countries and localities abroad that may present unique challenges or risks to students.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
10/2010	Policy Origination		
11/2019	Policy Revision		