



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 5.30**  
**Date Approved: 03/26/10**  
**Date Amended:**  
**Reviewed w/ No Changes:**  
**Office of Responsibility: VP SS**  
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**SUBJECT: UNIVERSITY AUTHORIZED INTERNATIONAL TRAVEL**

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**I. Purpose**

This policy governs University-sponsored educational, research, service, and outreach activities in foreign countries, including those for which the U.S. Department of State has issued a travel warning or alert.

If travel is not approved and authorized under this policy, participants who thereafter determine to travel without such approval and authorization do so at their own risk, assuming all responsibility for harm, complications, detention, and or death, and thereby absolve and release the University from all risk, liability, and/or responsibility for or associated with the trip.

**II. Definitions**

Risk advisories issued by the U.S. Department of State fall into two basic categories:

A. TRAVEL WARNINGS are issued to describe long-term, protracted conditions that make a country dangerous or unstable. A Travel Warning is also issued when the U.S. Government's ability to assist American citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.  
([www.travel.state.gov](http://www.travel.state.gov))

B. TRAVEL ALERTS are issued to disseminate information about short-term conditions, generally within a particular country, that pose imminent risks to the security of U.S. citizens. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.

Policy specific to U.S. State Department travel alerts and travel warnings is found below.

**III. Student International Travel Requirements**

**A. General Requirements**

1. Each person, prior to participating in a university-sponsored international trip, must personally complete, sign, and submit a *Student Travel Authorization Request*. This completed form is to be submitted to the sponsoring department and must be received a minimum of three weeks



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prior to the start of the program. Completed authorizations will be retained by the sponsoring department with copies provided to the Office of Public Safety.

2. No persons under the age of 18 will be eligible to participate in a university-sponsored international trip.
3. University student groups traveling outside the U.S. must be supervised by a University faculty or staff member or other University employee, who is designated as the trip advisor.
4. The trip advisor has the authority to enforce compliance with university policies by all persons participating in the trip.

**IV. Faculty International Travel Requirements**

- A. Faculty traveling with university sponsored and authorized student groups should obtain proper travel authorization, international medical insurance, and follow all policies concerning U.S. State Department Travel Advisories.
- B. Faculty also travel internationally to conduct research or attend conferences. As is always the case with University-sponsored travel, a travel authorization form must be completed and approved prior to departure, International medical insurance must also be secured, and can be obtained through the Study Abroad Office. The faculty member should also take into consideration the possibility that, if they encounter difficulties abroad, the University and even the U.S. Department of State may be unable to assist. Faculty traveling abroad are strongly urged to register with the relevant embassy, and can do so at:  
<https://travelregistration.state.gov/ibrs>
- C. Should faculty members encounter problems when abroad, they should proceed to the nearest U.S. Embassy or Consulate for assistance. If possible, they should contact their relevant administrative unit (Dean or Department Chair).

**V. University Response to State Department Risk Advisories**

**A. "Travel Warnings"**

No student or employee shall be required to participate in an educational activity under University auspices in a country for which the U.S. Department of State has



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issued a *Travel Warning*. A student or employee who wishes to travel, under University auspices, to a country for which the U.S. State Department has issued a alert may do so, under the following conditions:

1. The traveler must review the Travel Warning and the U.S. Department of State Consular Information Sheet for the country in question. Documents may be accessed on the web at <http://www.state.gov>.
2. The traveler must consider carefully the risks described and, weighing those risks against the value of the educational opportunity, make his/her own determination about whether to continue with the planned travel activity. The traveler should also take into consideration the possibility that, if s/he encounters difficulties abroad, the University and even the U.S. Department of State may be unable to assist.
3. The traveler must sign a waiver and liability release, acknowledging the existence of the Travel Warning and his/her decision to continue with the planned activity despite that alert, and releasing the University from liability for injuries suffered by the traveler while participating in the activity.
4. Should the trip advisor decide not to participate, and should no other advisor be identified, the trip will be cancelled.
5. Whenever possible, for authorized travel, personal funds expended to secure travel will be returned to the traveler when a trip is canceled for reasons outside of the traveler's control. However, the availability of a refund is not guaranteed and will depend on the circumstances of each case.

**B. "Travel Alert"**

When the U.S. Department of State issues a *Travel Alert* that forbids, restricts, or otherwise strongly urges U.S. citizens to defer travel to a certain country or region, the following rules apply to travel as part of a University program, however, such decisions will be based on a standard of "reasonable and prudent" (Refer to section V.C. for decision making authority.):

1. University travel programs in that country will be suspended.



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2. No student or employee will be allowed to travel to that country under University auspices.
3. No student or employee shall be given University funding for any activity in that country. If funding has been received prior to the imposition of the travel alert forbidding, restricting, or strongly urging deferral of travel, the funding shall be returned to the University. Where a portion of the funds have already been expended in furtherance of the activity before the Travel Alert forbidding, restricting, or urging deferral of travel was imposed, the appropriate program director, after consultation with the relevant department, shall decide the amount to be returned to the University.
4. If student(s) or employee(s) are already in the country for which the Travel Alert forbidding, restricting, or urging deferral of travel has been issued, the Provost and/or the Vice President for Student Affairs shall decide, in consultation with others having knowledge of the situation, whether the student(s) or employee(s) shall be required to return to the U.S. The traveler should take into consideration the possibility that the existing Travel Alert may be changed to a more urgent type of warning (Travel Warning).
5. Where the student has pre-paid the costs of a University-sponsored international program the student may be eligible for a refund of all or a portion of the payment, but the availability of a refund is not guaranteed and will depend on the circumstances of each case, including the University ability to obtain refund of its expenditures in the program.
6. If a student or employee elects to travel despite the Travel Alert forbidding, restricting, or urging deferral of travel and despite the cancellation of University sponsorship, the traveler understands that s/he travels at their own risk and will not be eligible to receive any academic credit from the University for research or educational activity.

**C. Authority of University Administration**

At all times, but particularly once a *Travel Alert* has been issued, the appropriate administrative officer of the University has the authority to cancel a trip. Such decisions will be based on a standard of "reasonable and prudent."



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In any situation involving a Department of State travel notice, the special conditions that caused the notice (Travel Warning or Travel Alert) to be issued \* may warrant additional or different University rules and responses. In such a case, the Vice President for Student Affairs and/or Provost shall have the authority to establish such rules and responses in consultation with others as deemed appropriate under the circumstances.

\* As an example, but not as a limitation, such a situation could include travel to an area that is suffering a disease outbreak.

**D. Procedures:**

General Procedures:

1. Vehicles:

- a. The trip advisor is responsible for the prudent care and operation of university-owned vehicles used on trips from the time at which possession of the vehicle is taken until it has been returned to university control.
- b. Only a duly licensed adult who has been authorized by the trip advisor and certified through the SUU Motor Pool Department may operate a university motor vehicle.
- c. It is the responsibility of the sponsoring department to obtain the appropriate international auto insurance for University vehicles that will travel outside of the U.S.
- d. Vehicles used on the trip must have motor vehicle liability insurance with limits of coverage and liability that satisfy the requirements of the Utah Motor Vehicle Safety Responsibility Act, 1953 Utah Code Ann. Section 41-12-1 et seq. Documented proof of this coverage that encompasses the duration of the trip must be on file with the sponsoring department prior to the start of the trip.
- e. While actually using any vehicle for trip purposes, and during "working hours" (i.e., those hours designated by the trip director as time to be spent on university-sponsored activities within the



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purpose of the trip), drinking of alcoholic beverages by any participant on a trip is forbidden.

2. Communication Technology:

It is also the responsibility of the sponsoring department to secure communication service in the country to which the group is traveling (e.g. cellular, calling card). The number associated with this service should be included in the *International Travel Notification* email outlined in section B, item 2 below.

3. Insurance:

Each person participating in a trip in any capacity (e.g., faculty, staff, or student) is required to purchase and show proof of short-term, international insurance for medical and hospital costs arising from any accident occurring while on the trip. Insurance resources can be found on the SUU International Outreach website.

4. Medical/Drug/Firearms:

- a. No non-prescription narcotics, illegal drugs, or other controlled substances may be in the possession of, or used by, any person engaged in the field trip except for purposes specifically permitted by the Utah Controlled Substances Act.
- b. No person engaged in trip activities may possess or use any kind of firearm for any purpose, except as may be expressly authorized by the trip director upon a determination that the person so authorized is reasonably knowledgeable and proficient in the use of the particular firearm and that its possession or use by him/her is necessary to carry out the purposes of the trip. Laws of the destination and pass-through countries must be specifically reviewed and complied with, particularly if firearms are prohibited.
- c. Each student participant is expected to comply with all applicable provisions of the Student Rights, Responsibilities and Conduct (SUU Policy 11.2), and each faculty/staff member is expected to comply with all applicable provisions of the Faculty Professional Responsibility policy (SUU Policy 6.28), during the trip, and to



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obey all applicable provisions of the law of the state and nation in which the trip activities take place. All participants are individually responsible for their personal conduct while on the trip, and the university has no obligation to intercede or undertake to protect them from the legal consequences of violations of law for which they may be responsible.

**E. Departmental Responsibilities:**

1. The head of each department or operating unit that sponsors international travel shall be responsible for notifying students of the requirements of this Travel Policy, for maintaining files of all required documents, for providing copies of all Student Travel Authorization forms to the Department of Public Safety, and for following and enforcing all related University policies related to travel and conduct of program participants.
2. An "International Travel Notification" email should be sent to the Chief of Public Safety, the Provost and the Vice President for Student Affairs. This email should provide the travel itinerary, the name of all participants (including the advisor), contact information for the advisor and U.S. Embassy contact information for the country in which the travel will occur.
3. Prior to departure, student orientation must be conducted by the sponsoring department and all participants must attend. This orientation should outline expectations, cultural nuances and other relevant information.

**F. Sanctions**

1. Violations of this International Travel Policy may be the basis for appropriate sanctions, including the initiation of formal charges under applicable provisions of policy 11.2, policy 6.28 and/or 8.3, as noted in section B, 1, item "m."
2. While actually engaged in a trip, the trip advisor may enforce the provisions of this International Travel Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person from further participation and arranging to return the offender to the campus or to convey him/her to the nearest point of public



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transportation for return to the campus. The cost of such return transportation will be charged against University funds, but the University reserves the right to obtain reimbursement from the offender.

3. Reports of Accidents, Illness or injury. Any accident or other occurrence causing physical injury to persons or property occurring in the course of an international trip, including accidents involving University vehicles, should be reported promptly to appropriate campus officials.
4. In the event of illness or injury involving hospitalization of a program participant, the trip advisor (or designee) will contact the University's Office of Public Safety, the Vice President for Student Affairs and/or the Provost, or the appropriate designee, as soon as possible. Parents and/or spouses will be notified and determinations made relative to alternate travel, companionship and other needs specific to the circumstances.