

SOUTHERN UTAH UNIVERSITY

International Travel Code of Conduct

I. Purpose and Philosophy

Southern Utah University (SUU) expects travelers on University-authorized programs and business to adhere to established standards when traveling internationally. As representatives of SUU, travelers assume the responsibility to meet standards and expectations, and they acknowledge their understanding and agreement of these standards and expectations when they sign and submit this document, the *SUU International Travel Code of Conduct*, to the Office of Learning Abroad prior to departure, as is required by *SUU Policy 5.30 University Authorized International Travel*.

The *SUU International Travel Code of Conduct*, hereafter referred to as the “Code,” has been established to ensure that SUU is represented abroad in accordance with University policies and to convey safety and security guidance to those participating in international travel. This Code governs University-authorized educational, research, service, and outreach activities requiring international travel, i.e., travel outside the United States and its territories, which include American Samoa, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Wake Island. The impact of travel advisories on University-sanctioned travel, including the potential for travel cancellation or additional paperwork, can be found in [SUU Policy 5.30 University Authorized International Travel](#).

II. References

- A. Alcohol, Tobacco & Other Drugs – University Policy
- B. Southern Utah University Policy 5.30 *University Authorized International Travel*
- C. Southern Utah University Policy 5.40 *Alcoholic Beverages*
- D. Southern Utah University Policy 5.60 *Sexual Misconduct*
- E. Southern Utah University Policy 5.64 *Minors on Campus and at University- Sponsored Events*
- F. Southern Utah University Policy 6.28 *Faculty Professional Responsibility*
- G. Southern Utah University Policy 8.3.5 *Termination of Non-academic Staff Employees and Disciplinary Sanctions*
- H. Southern Utah University Policy 10.13 *University Travel*
- I. Southern Utah University Policy 11.2 *Student Conduct Code*
- J. U.S. Centers for Disease Control and Prevention
- K. U.S. Department of State
- L. World Health Organization

III. Definitions

- A. **Code:** The written regulations of the University as found in the *SUU International Travel Code of Conduct*.
- B. **Faculty/Staff:** A person or persons employed by Southern Utah University.

- C. **Host Country:** The destination country or countries in which University travel will take place.
- D. **Informed Consent:** A document that all University travelers must sign indicating that they understand the safety and security risks they assume on their international travel.
- E. **International Travel Parental Consent:** A document that must be signed by the parent(s) or guardian(s) of a student who is a minor to authorize that student's participation in University international travel.
- F. **International Travel Registration/Notification:** An online registration system that provides information to the Office of Learning Abroad about the traveler's itinerary, emergency contact information, passport information, and insurance coverage.
- G. **Office of Learning Abroad:** The office within SUU that coordinates and collects documentation for University international travel.
- H. **Program Director:** A University employee designated to supervise a student group participating in a University-authorized international travel program.
- I. **Proof of Insurance:** Verification of insurance coverage that meets the minimum requirements specified by the Office of Learning Abroad.
- J. **Smart Traveler Enrollment Program (STEP):** A program for U.S. citizens or nationals that registers their travel with the host country's U.S. embassy or consulate and provides emergency updates to travelers.
- K. **Student:** A person who has paid an enrollment deposit to attend the University or is enrolled in a course or courses offered by the University.
- L. **Travel Authorization Request Form:** For travelers using University funds to pay for travel, this document provides information about the traveler's intended travel locations, dates, purposes, and costs.
- M. **Traveler/Participant:** An individual authorized to travel on bona fide University business or programs, including educational and intercultural travel programs, travel to international conferences, and travel for recruitment purposes but excluding travel for non-credit-bearing internships or travel not utilizing University funds.
- N. **Travel Reimbursement:** Repayment by the University to an authorized traveler for eligible out-of-pocket expenses incurred while traveling on bona fide University business.
- O. **University Official:** A University employee authorized to make decisions about University international travel for groups and individuals; this person may be a staff member in the Office of Learning Abroad or International Affairs; the Dean of Students; the administrative head of the academic department or unit sponsoring the international travel; the University President; a University Vice President; and/or the University Police.
- P. **University Travel:** Travel on University business that requires the traveler to be away from home or normal place of employment for a period of time that includes an overnight stay or that requires the use of air transportation.

IV. General Conduct

A. Documents and Policies

1. Any travel authorized by a University program is considered to be an extension of the University classroom, and is therefore governed by the same policies and codes of conduct as those applying on campus.
2. Prior to departure, all travelers shall review all University travel policies and shall submit all required forms and documentation outlined in *SUU Policy 5.30 University Authorized International Travel* and *SUU Policy 10.13 University Travel*. These forms and documentation include, but are not limited to, registration with the U.S. Department of State's Smart Traveler Enrollment Program (STEP), if the traveler is a U.S. citizen or national; and the submission of the International Travel Registration form, Proof of Insurance, Informed Consent form, and a Travel Authorization Request (if using University funds to pay for travel).
 - a) Travelers acknowledge that travel-related information and documents may be shared with other University departments or external organizations handling travel logistics, if necessary.
 - b) Travelers accompanied by a minor will obtain the necessary permissions and follow the requirements outlined by *SUU Policy 5.30 University Authorized International Travel*.
3. Mandatory reporting, as described in *SUU Policy 10.13 University Travel*, shall be observed while abroad.
 - a) Students, faculty, or staff who witness or are aware of violations of this Code, of University policies, or of any other dangerous condition or circumstance and do not report it to a University official may be held responsible under this Code.
4. Travelers with a physical disability or illness that may impact their University travel are responsible for communicating that information to the Office of Learning Abroad, typically through the Medical Information form.

B. Country-Specific

1. Travelers must comply with any University program-specific regulations and with all host country laws while abroad.
 - a) The University shall neither intercede on behalf of travelers who violate laws nor attempt to protect violators from the legal consequences of their actions.
2. All travelers are responsible for obtaining the necessary paperwork to enter the host country, including both a passport and a visa, as needed.
3. Travelers are responsible for researching, preparing for, and adhering to any regulations or restrictions pertaining to travel check points, such as those imposed at airport security, border control,

and customs. Such restrictions may include those imposed on the import or export of medication, electronics, food items, etc.

C. Emergencies Abroad

1. In the case of an emergency abroad, SUU's International Travel Emergency Management team may be convened. This team includes:
 - a) SUU Chief of Police *or designee*
 - b) Director of Safety and Risk Management
 - c) Office of President designee
 - d) Vice President of Student Affairs designee
 - e) Vice Provost for International Affairs
 - f) Director of Learning Abroad
 - g) General Counsel
 - h) Director of Marketing and Communication
2. Any accident, injury, illness, or other incident causing physical harm to persons or property occurring in the course of University international travel should be reported promptly to appropriate University officials (typically, the Office of Learning Abroad, the Dean of Students, the administrative head of the sponsoring department or unit, and/or the University Police).
 - a) Emergency contacts (e.g., parents and spouses) will be notified and determinations made relative to alternate travel, companionship, and other needs dependent upon the circumstances. The International Travel Emergency Management team will make such determinations.
3. A vehicular accident while abroad must be reported immediately to local law enforcement agencies, car rental companies (if applicable), and to University Risk Management.
 - a) In accordance with *SUU Policy 5.30 University Authorized International Travel*, the use of University vehicles on international travel is prohibited. The use of public transportation while abroad is strongly encouraged.
4. Travelers should monitor the U.S. Centers for Disease Control's website (www.cdc.gov/travel) and the World Health Organization's website (www.who.int) for health information, including required or recommended vaccinations, about the host country. Travelers are expected to follow CDC and WHO vaccination recommendations and are responsible for arranging their own vaccination prior to travel.

D. Allegations of Misconduct

1. Travel participants are encouraged to complete and submit an incident report when they observe or have reason to believe that a violation of University policy has occurred. Reports may be based on, but are not limited to, any real or perceived violations of the Code.

2. Violations of the *SUU International Travel Code of Conduct* may be the basis for appropriate sanctions, including the initiation of formal charges under applicable provisions of University policies 11.2 *Student Conduct Code*, 6.28 *Faculty Professional Responsibility*, and/or 8.3.5 *Termination of Non-Academic Staff Employees and Disciplinary Sanctions*.

V. Student Conduct

A. General University Logistics

1. Travelers shall pay any required travel fees to the University by the established deadlines. For student programs, these may include both application and program fees.
 - a) Travelers acknowledge that their voluntarily not participating in activities associated with University travel abroad does not entitle them to any compensation or reimbursement of fees they paid or agreed to pay to the University or any other organization or individual.
 - b) Travelers acknowledge that their early withdrawal from a program involving University international travel, for any reason, does not guarantee reimbursement of any associated program expenses. Travelers taking part in University travel that is canceled by the University may be reimbursed.
 - (1) In the event that a program involving University international travel is canceled by the University, travelers will be responsible for securing refunds or credits for payments they made to entities outside of the University.
2. Travelers shall notify both the program's sponsoring department and the Office of Learning Abroad if they wish to withdraw from planned University international travel.
3. Students with medical, psychological, learning, or other disabilities desiring academic adjustments, accommodations, or auxiliary aids must contact the SUU Coordinator of Services for Students with Disabilities prior to departure and provide the requisite documentation to their Program Directors.
 - a) Requested special accommodations must be equivalent to the types of accommodations that would be provided on campus.

B. Course Credit Earned Abroad

1. Students expecting to earn SUU course credits associated with their international travel must make the necessary arrangements prior to departure. Credit cannot be awarded retroactively.
 - a) Students unsure of how to receive credit should contact either their Academic Advisor or the Office of Learning Abroad.

2. Students taking part in semester programs abroad are responsible for maintaining the equivalent of SUU's full-time enrollment (12-18 credits). Students should understand that failure to do so may retroactively impact both the program fees and scholarships that are contingent on full-time enrollment. Credit enrollment is verified upon receipt of the host university transcript.
3. All grades earned by students during credit-bearing University travel will transfer back to SUU. This means that student GPAs will be directly impacted by the grades earned while abroad. Note that, unless credit for specific SUU courses was arranged prior to travel, credit will transfer back to SUU as elective credit.

C. *Alcohol and Other Drug Abuse (AODA)*

1. Travelers are expected to adhere to the laws of the host country as they pertain to alcohol and other controlled substances.
 - a) Those in violation of standards abroad may be subject to university disciplinary action as outlined by the [Alcohol, Tobacco & Other Drugs - University Policy](#).
2. Travel participants may not use, transport, consume, or sell controlled substances while abroad.
3. Travelers may not consume alcohol in ways which negatively impact their involvement in university-related activities or jeopardizes those they may be traveling with.
 - a) Travelers may not have alcohol in housing or locations that are acting as an extension of university campus unless relevant to the academic pursuits taking place.
4. The public display of signs, posters, clothing, or other objects advertising or making reference to alcohol or drugs, and accumulations of packaging or containers referencing alcohol or drugs, (i.e, bottles, cans, kegs, and boxes) are prohibited.
5. Good Samaritan AODA Policy
 - a) To promote the safety, health, and well-being of SUU students, the University expects those participating in University-sanctioned travel to contact emergency medical services or law enforcement immediately when they have reason to believe a fellow traveler is too impaired/intoxicated to seek competent professional medical help on their own. Travelers should not wait for an individual's condition to worsen before calling for help, but should act immediately when they feel another traveler's life, health, or well-being may be in jeopardy. Those who call for emergency assistance and are subsequently reported for violating the AODA provisions of this Code will not be subject to disciplinary sanctions by the University.
 - b) A traveler who has been the victim of sexual violence while under the influence of drugs or alcohol should report the incident to University officials immediately. Those who report such an incident and are subsequently reported for violating the AODA provisions of this Code

will not be subject to disciplinary sanctions.

- c) Travelers should refer to policies 5.30, 5.40, 5.60, 11. 2 and other policies listed in the references section of this document.

VI. Faculty/Staff Conduct

A. General University Logistics

1. All expenses, reimbursements, and other financial aspects related to travel shall follow the guidelines provided by *SUU Policy 10.13 University Travel*.
2. All lodging and transportation abroad shall provide a safe and secure environment for SUU travelers. Travelers are responsible for completing a general safety check, when possible, prior to booking. Safety checks may include:
 - a) Verification that the organization is an official, licensed service provider;
 - b) Confirmation of the organization's point of contact;
 - c) Review of past evaluations and/or ratings of the organization.
3. Faculty and staff participating in University travel must secure mobile communication service in the host country. The contact number associated with this service should be communicated to the Office of Learning Abroad and the sponsoring department within one day of the traveler's arrival in the host country.
4. Travelers are responsible for ensuring the security of electronic communication for work purposes abroad, particularly in regard to preventing infection by malware or theft of information. Security measures may include:
 - a) Setting a sufficiently secure password;
 - b) Utilizing 2-step verification when possible;
 - c) Using a VPN (Virtual Private Network) provided through SUU's IT office (<https://help.suu.edu/section/607>);
 - d) Refraining from the use of public wi-fi, particularly when accessing sensitive sites and information;
 - e) Avoiding charging devices located in public spaces.

B. Faculty/Staff Responsibility Regarding Students Abroad

1. The administrative head (or designee) of each department or unit sponsoring student travel abroad shall follow the roles and responsibilities outlined by *SUU Policy 5.30 University Authorized International Travel*. This includes, but is not limited to, submitting an "International Travel Notification" form, notifying any student travelers about University travel requirements, and conducting a travel orientation prior to departure.
2. Program Directors shall create an Emergency Action Plan prior to departure. The plan should include trip itinerary, contact information and address(es) of lodging, dates and means of in-country travel, host country emergency numbers (including the nearest U.S. embassy), SUU's 24-hour emergency number, and general action plans for emergency situations abroad.
 - a) The Emergency Action Plan should be shared with all travel

participants, the Office of Learning Abroad, and the sponsoring department.

3. Program Directors selecting participants to join in a faculty- or staff-led international program are responsible for selecting those who can adequately ensure their own general welfare while abroad.
 - a) If any participant cannot adequately provide for their own welfare, Program Directors must ensure that the participant has access to the appropriate support systems and resources.
4. Program Directors abroad should be in frequent and consistent contact with all program participants for the duration of the University travel.
5. While engaged in University international travel, a Program Director may enforce all relative SUU policies by withdrawing or limiting a student's privileges, or, in the event of repeated violations, by excluding the offending student from further participation and arranging for the offender to return to campus prior to the conclusion of the program. The cost of such return transportation may be charged against University funds, but the University reserves the right to obtain reimbursement from the offender.

I certify that I have read, understood, and will abide by all aspects of the *International Travel Code of Conduct* as outlined above. I understand that I may digitally sign this form through the *International Travel Registration/Notification form* or email a signed copy to the Office of Learning Abroad.

Name of Traveler in Print

Signature of Traveler

Date of Signature

If traveler is under the age of 18:

Name of Guardian in Print

Signature of Guardian

Date of Signature