

## POLICY

Effective Date: May 21, 2009  
 Revised: February 29, 2016  
 Approved By: President's Cabinet

Authority: [SAAM Chapter 10 – Travel](#)  
[RCW 28B.10.660](#)

Cancels:	POL-U5950.17	Travelling Outside the United States
See Also:	<a href="#">PRO-U2105.01A</a> <a href="#">FRM-U2105.01A</a> <a href="#">POL-U5348.10</a> <a href="#">POL-U5950.01</a> <a href="#">POL-U5950.03</a> <a href="#">POL-U1000.12</a> <a href="#">POL-U5950.11</a> <a href="#">POL-U1600.02</a> <a href="#">POL-U1600.04</a>	Requesting Exception to Official Travel Warnings Requesting Exception to Travel Warnings Form Authorizing & Reimbursing Travel for Official University Business Health, Safety and Environmental Protection Emergency Management Plan Reporting Communicable Diseases Children on Campus Providing Equal Opportunity and Nondiscrimination Preventing and Responding to Sex Discrimination including Sexual Misconduct

### **POL-U2105.01 TRAVELING OUTSIDE THE UNITED STATES**

***The university recognizes the educational benefits of vibrant international programs. This policy applies to faculty, staff or registered volunteer travel leaders who guide or advise on group or individual student travel outside the U.S. on official university business and applies to students who participate in such travel.***

***Travel to British Columbia of a short duration (two weeks or less) is exempt from provisions 3, 5 and 6 of this policy.***

#### **Definitions:**

Official University Business - Activities performed by faculty, staff or registered volunteers as directed in order to accomplish university programs or as required by the duties of his or her position or office. Included in this definition are credit and non-credit study abroad and exchange programs and any other travel abroad program that is required, sponsored, organized, funded, endorsed or contracted by the university. Examples may include:

- Faculty-led study abroad programs
- Study abroad programs at foreign institutions, study centers, outside contractors or affiliates
- Student exchange programs with a foreign institution
- Students doing independent study abroad, including internships

Travel Leader – A faculty, staff or registered volunteer who is:

- *Abroad* with a group of students or an individual student and *guiding* the student(s) while traveling outside the U.S. on official university business or
- *On-campus* and *advising* a group of students or an individual student traveling independently outside the U.S. on official university business.

## POLICY

Registered volunteer – An individual who is registered with WWU's Human Resources to perform assigned or authorized volunteer duties as determined by a department of the university.

### 1. Travel Leaders and Students Make Health and Safety a Top Priority

Travel leaders and student(s) make health and safety a top priority during travel outside the U.S.

### 2. Travel Leaders and Students Comply with Regulations

Travel leaders and student(s) comply with state travel and university policies and procedures. All applicable policies and procedures should be followed, but the University reminds travel leaders and/or students who know or suspect that they have contracted a communicable disease while traveling outside the U.S. that they must notify the appropriate university administrator as stated in [POL-U1000.12 Reporting Communicable Disease](#).

### 3. Travel Leaders and Students Consult with WWU's Education Abroad

In preparation for international travel, all travel leaders and student(s) will consult with the Director of Education Abroad regarding:

- a) *Safety, cultural or other information* for the specific countries in which the traveler plans to study or visit,
- b) *Contingency plans* for response to an emergency or crisis abroad,
- c) *University documentation and forms*, and
- d) *General guidelines* for safe international travel.

Exception: Fairhaven College's Adventure Learning Grant Program.

### 4. Travel Leaders and Students Follow Official Travel Advice

Travel leaders and student(s) will follow official travel advice for each country outside the U.S. they plan to visit, thus:

- a) Comply with U.S. State Department [Travel Warnings and Travel Alerts](#) that have been issued,
- b) Consult U.S. State Department *Country Specific Information*,
- c) Comply with Centers for Disease Control [Travel Health Warnings](#) that have been issued, and
- d) Consult Centers for Disease Control *Travel Notices* in effect.

Exception: Travel leaders may request an exception to this provision from the Provost or appropriate Vice President using procedure PRO-U2105.01B *Requesting Exception to Official Travel Warnings*.

## POLICY

### 5. Travel Leaders and Students Register with U.S. State Department

Before departure, travel leaders and student(s) will register online with the State Department's [Smart Traveler Enrollment Program](#) (STEP) in order for the nearest U.S. Embassy or Consulate to better assist them in an emergency. Travelers without internet access may register directly with the nearest U.S. Embassy or Consulate upon arrival.

### 6. Travel Leaders and Students Maintain Appropriate Health Insurance Coverage

Travel leaders and student(s) will maintain appropriate health insurance coverage during travel outside the U.S. Under state law, the costs for such insurance must be paid by the traveler, not the university.

*Travel leaders will assess their insurance needs for medical, dental, accidental death & dismemberment (AD&D), repatriation expenses, medical evacuation, family airfare and other overseas travel and assistance services. Employees are strongly encouraged to consult with Human Resources Benefits Department and Risk Management for assistance on how to augment current employee benefits as necessary to ensure appropriate protection.*

*Students will provide evidence to the university that they have obtained appropriate travel or study abroad health insurance prior to travel outside the U.S. At a minimum, coverage for medical expenses, accidental death & dismemberment (AD&D), repatriation expenses and medical evacuation should be included. Students will consult with Education Abroad or Risk Management for recommended coverage and limits.*

### 7. Emergencies Reported Immediately

Initial notification of an emergency may come to the University in various ways. It may come from a travel leader (e.g. faculty director, program director or faculty advisor), student participant or third-party program provider, and may be received by a variety of "University personnel" on campus including administration, faculty, staff, University Police dispatch or campus operator.

"University personnel" who receive notification of the following types of emergencies will report them immediately to the **Vice President for Enrollment and Student Services** and **Director of Education Abroad**:

- a) Serious accident or illness
- b) Serious mental health emergency
- c) Crime against a participant (including assault, sexual or otherwise)
- d) Crime committed by a participant
- e) Missing participant
- f) Death of a participant
- g) Political emergencies, natural disasters or infectious disease outbreaks that affect the study abroad program

## POLICY

### 8. **Senior Administrators May Terminate or Restrict Travel**

Travel may be terminated or restricted at the discretion of the President, Provost, appropriate Vice President or appropriate Dean.