POLICY

Effective Date: May 21, 2009
Revised: June 1, 2012
Approved By: President’s Cabinet

Authority: SAAM Chapter 10 – Travel
RCW 28B.10.660

Cancels POL-U5950.17 Traveling Outside the United States (Approved by President’s Council on May 21, 2009)

See Also:
- PRO-U2105.01A Requesting Exception to Consultation
- FRM-U2105.01A Requesting Exception to Consultation Form
- PRO-U2105.01B Requesting Exception to Official Travel Warnings
- FRM-U2105.01B Requesting Exception to Official Travel Warnings Form
- POL-U5348.10 Authorizing & Reimbursing Travel for Official University Business
- POL-U5950.01 Health, Safety and Environmental Protection
- POL-U5950.03 Emergency Management Plan
- POL-U1000.12 Reporting Communicable Diseases
- POL-U5950.11 Children on Campus
- POL-U1600.02 Providing Equal Opportunity and Nondiscrimination
- POL-U1600.04 Preventing Sexual Harassment

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.
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 International Programs & Exchanges**

   In preparation for international travel, travel leaders and student(s) will consult with the Director of WWU’s International Programs & Exchanges 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**: Travel leaders may request an exception to this provision from the Director of WWU’s International Programs & Exchanges for programs with similar preparation for international travel, such as Fairhaven College's Adventure Learning Grant Program, using procedure PRO-U2105.01A Requesting Exception to Consultation.

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.

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](https://step.state.gov) (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 International Programs & Exchanges 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 International Programs and Exchanges (IPE):

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

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.