

POLICY

Effective Date: May 21, 2009

Approved By: President Bruce Shepard
Executive Policy Group

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

Revises: POL-U5950.17 Traveling Outside the United States (Approved by President's Council on May 20, 2003)

See Also: [State Administrative and Accounting Manual \(SAAM\) Chapter 10 - Travel](#)
[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-U5950.11 Children on Campus](#)

POL-U5950.17 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 days or less) is exempt from 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.

Travel leader – A faculty, staff or registered volunteer who *guides* a group of students or an individual student while traveling outside the U.S. on official university business or *advises* 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.

POLICY

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 university and state travel policies and procedures.

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.

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, <http://travel.state.gov>
- b) Consult U.S. State Department *Country Specific Information*,
- c) Comply with Centers for Disease Control *Travel Health Warnings* that have been issued, and <http://wwwn.cdc.gov/travel/notices.aspx>
- 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.

POLICY

5. Travel Leaders and Students Register at U.S Embassy or Consulate

Travel leaders and student(s) will register travel with the nearest U.S. Embassy or Consulate through the State Department's travel registration web site so that they can obtain updated information on travel and security. Such travelers without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, travelers make it easier for the Embassy or Consulate to contact them in case of emergency.

<https://travelregistration.state.gov/ibrs/ui/>

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. 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.