WASHINGTON UNIVERSITY IN ST. LOUIS INTERNATIONAL TRAVEL POLICY

Washington University is concerned with the health, safety, and security of all members of our community while traveling outside of the United States of America. The Washington University International Travel Policy has been adopted to ensure a consistent set of travel standards to be followed by all units of the university. The policy applies to all international travel that is sponsored, is funded in any part, or involves the granting of degree credits by Washington University in St. Louis.

I. Definitions

A. International Travel Oversight Committee (ITOC)

The International Travel Oversight Committee (ITOC) is advisory to the Provost and makes policy recommendations on international travel conducted by students, faculty and staff of Washington University. The ITOC is chaired by the Provost’s designee, and includes key administrators from each WU school as well as representatives from the Chancellor’s office, Provost office, General Counsel, University Risk Management, Student Affairs, Emergency Management/Police and faculty. The ITOC convenes at least once during the fall and spring semesters to review and assess the implementation of the university’s travel policies and procedures. The ITOC Executive Body consists of a subset of the ITOC General Body (see Appendix A). The Executive Body will meet when necessary to respond to international emergencies and to make determinations as to whether restrictions should be placed on travel to particular countries, or regions of countries due to circumstances described in this policy.

B. Sponsored or Supported International Travel

For the purposes of the International Travel Oversight Committee (ITOC) and this Policy, University-Sponsored or Supported International Travel will be defined as any travel that meets one or more of the following conditions:

- Funded in full or in part by Washington University, this includes university stewarded funds such as government and foundation grants that are administered by the university
- Academic credit awarded
- Organized by a university-recognized student group or university department
- Faculty/Staff member will be representing Washington University on site

C. Travel Suspension Condition

A Travel Suspension Condition is defined for any country or region for which one of the following conditions applies:

- The U.S. Department of State has issued an alert or a warning that orders departure of U.S. dependents and non-emergency personnel; recommends that U.S. citizens depart the country; advises U.S. citizens against all travel to the country; or recommends that U.S. citizens defer non-essential travel to the country;
- The emergency travel assistance organization, International SOS, has rated the country/region as “High Risk” or “Extreme Risk”;
- The ITOC Executive Body has determined, in its sole discretion, based upon information from
II. INTERNATIONAL TRAVEL POLICY

For student travel guidance, please see section A. For faculty and staff members traveling independently, please see section B1 and B2. For faculty and staff traveling with students, please see section B3.

A. Student International Travel

1. Required Travel Registration

All students traveling abroad as part of a WU sponsored or supported international travel program are required to enter their travel information into the **International Travel Registry** before they depart. Required travel information includes, but is not limited to, travel dates and locations, flight information, local contact information, accommodations and if the travel is for credit. Failure to submit the required information may result in delays or forfeiture of reimbursement on travel from the university and/or holds that may affect the awarding of academic credit. Additionally, a failure to register may result in a delay in the ability for WU to give logistical support in the event of an emergency.

In addition to following procedures outlined by the student’s respective school or college, each student traveling alone or in a group, whether led by WUSTL faculty or staff or not, may be required to provide a signed acknowledgement and waiver form indicating that (s)he understands the potential risks of traveling abroad but is voluntarily choosing to travel despite those risks. Undergraduate students and any minors may also be required to provide a consent form signed by a parent or guardian.

2. Student Group Travel

If a student is traveling as part of a larger group, group leaders are also required to
enter all itinerary, lodging, and overseas contact information in the International Travel Registry, and to provide a copy of this information to the designated department university administrator.

Other persons traveling in a group (i.e. spouse or dependent of the WUSTL traveler) are also required to register with the International Travel Registry as individuals, especially if they have separate travel arrangements or itineraries.

3. Travel Suspension Conditions

The university will not fund, award credit for, or otherwise sponsor or support travel by any student to or through any country or region for which a Travel Suspension Condition applies, unless approved by the ITOC Executive Body.

If a Travel Suspension Condition occurs while a student is in an affected country or region, the university reserves the right to end its sponsorship at that time, and to require the student to end the trip and leave the country. Such determinations will be made on a case-by-case basis by the ITOC Executive Body. If a student is permitted to travel to countries or regions for which a Travel Suspension Condition applies, the student will be required to sign an acknowledgement and waiver form, indicating in part that (s)he has read any applicable travel warnings and understands the potential associated risks of traveling abroad but is voluntarily choosing to travel despite those risks.

B. Faculty and Staff International Travel

1. Travel Registration

All faculty and staff are strongly encouraged to register their University-Sponsored or Supported International Travel in the WU International Travel Registry.

2. Travel Suspension Conditions

Faculty and staff are strongly cautioned against, but not prohibited from, traveling to or remaining in countries or regions for which a Travel Suspension Condition applies. However, no one may be required by a faculty member, advisor, or supervisor to travel to or through any country or region for which a Travel Suspension Condition applies prior to departure.

Faculty or staff traveling with university funding to pursue research, study or other university-related business in a country for which a Travel Suspension Condition applies are required to notify their Dean (or designate), Chair, or supervisor and to provide all travel, lodging and contact information by entering their travel into the International Travel Registry no less than 3 weeks prior to departure. The ITOC Executive Body will make a recommendation to the relevant dean and/or the University Provost whether to fund, award credit for, or otherwise sponsor or support travel of faculty and staff to countries or regions for which a Travel Suspension Condition exists, taking into account the distinct educational and research objectives of the employee.

Travel on university funds to countries or regions for which a mandatory evacuation has been issued prior to departure will be authorized by exception through the petition process.
3. **Faculty and Staff Leading Student Trips**

A faculty or staff member who is leading a group which includes any students is required to:

- Submit a Travel Proposal to the ITOC Executive Body for approval at least 6 weeks prior to travel;
- Enter all itinerary, lodging, and overseas contact information in the International Travel Registry;
- Secure from all students a signed waiver acknowledging possible risks;
- Secure from each minor student a signed parent/guardian consent form;

Failure to submit the required information may result in delays or forfeiture of reimbursement on travel from the university and/or holds that may affect the awarding of academic credit. Additionally, a failure to register may result in a delay in the ability for WU to give logistical support in the event of an emergency.

In the event that a Travel Suspension Condition is issued prior to departure, the faculty or staff member who is leading a group must provide the ITOC Executive Body and the applicable Deans or designated administrator of the school or college where the students are registered an outline of the proposed itinerary with the following information:

- An explanation of the academic relevance of the program for the students and faculty despite the Travel Warning;
- Discussion of the location and environment of the proposed travel, including any health/security/safety issues;
- Description of the onsite health/security/safety support resources and services; and
- Specific plans for group orientation prior to departure and on arrival to mitigate risk.

The following resources are available on the Global Engagement website at [https://global.wustl.edu/resources/travel-registry/](https://global.wustl.edu/resources/travel-registry/)

- Emergency Travel Assistance Service Plan Information
- International Travel Registry Details
- International Health Insurance Information

(Originally drafted in 2011. Reviewed and Approved by the ITOC Executive Committee in August 2016.)
Appendix A: ITOC Executive Board Members

Dedric Carter, *Chair*
Associate Provost, Vice Chancellor for Operations & Technology Transfer

Ty Davisson
Director of Emergency Management & Business Continuity

Keith Klein
Director of Insurance & Risk Management

Teresa Sarai
Associate Director of the McDonnell International Scholars Academy

Deanna Wendler Modde, *Advisory to the ITOC Executive Board*
Assistant Vice Chancellor, Associate General Counsel
Appendix B: Travel Proposal Template

Please submit the following information to the International Travel Oversight Committee (ITOC) at j.stearns@wustl.edu. Forms should be submitted at least 6 weeks before departure.

Submitter’s name: ________________________  Submitter’s email: ________________________

Group Leader’s name (if different than submitter): ________________________  Group Leader’s email: ________________________

Name of sponsoring school/department or organization: ________________________

Group/Trip Name: ________________________  Trip Dates: ________________________

List the countries and cities that you will be visiting:

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>Arrival Date</th>
<th>Departure Date</th>
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Section 1: Program Details

1) Briefly explain the academic relevance, purpose, and an overview of planned activities of the program.

2) Anticipated number of WUSTL undergraduate students who will be participating in this program: ________________________

3) Anticipated number of WUSTL graduate students who will be participating in this program: ________________________

4) Anticipated number of WUSTL faculty and/or staff members who will be participating in this program: ________________________

Section 2: Accommodations and Transportation

1) List an accommodation for each city on your travel itinerary, including in-transit cities.

<table>
<thead>
<tr>
<th>Accommodation Name</th>
<th>Address</th>
<th>Anticipated Arrival Date</th>
<th>Phone # (Country + City Code)</th>
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2) Provide a brief overview of the accommodations (hotel, hostel, host family, apartment, dorm, campsite, etc.), including how they were chosen and/or vetted for safety and security.

3) Describe the transportation methods for each location on your itinerary, including transportation to and from the work/study site.

Section 3: Emergency Supports, Contact Information, and In-Country Communication Plan

For each of the following items, please indicate whether that step has been completed:

1) Identified the nearest U.S. Embassy or Consulate to your destination. ☐ Yes ☐ No

2) Enrolled in the STEP program ([https://step.state.gov/STEP/Pages/Common/Citizenship.aspx](https://step.state.gov/STEP/Pages/Common/Citizenship.aspx)): ☐ Yes ☐ No

3) Located the city/country 911 Emergency Equivalent number for Police, Fire, and Ambulance: ☐ Yes ☐ No

4) All travelers have enrolled in the appropriate insurance (HTH or GeoBlue). See [https://global.wustl.edu/international-policies-resources/health-insurance/](https://global.wustl.edu/international-policies-resources/health-insurance/) for additional information on insurance options. ☐ Yes ☐ No

5) Have you consulted the CDC’s recommendations for vaccinations for each destination on your itinerary: ☐ Yes ☐ No View [http://wwwnc.cdc.gov/travel](http://wwwnc.cdc.gov/travel) for more information.

6) If applicable, please provide the name of your in-country partner and/or host organization. Please list all partners if there are more than one. Also include phone numbers (country + city code) to be used in case of an emergency.

7) In the event of an emergency, how can you be reached? Please include your local mobile number (if applicable) as well as other means of communication (email, Facebook, Twitter, etc). If you list social media, please list your username.

8) Who is the WUSTL contact that will be in the U.S. while the group is abroad? Please provide a name, an after-hours number, and an email.

9) Training & Orientation: Before departure, will the group participate in one or more sessions or trainings to prepare for logistical, cultural and safety issues aboard? Once on-site, will the group participate in an orientation that includes rules and expectations, emergency health, safety and security information? ☐ Yes ☐ No

10) I have verified that each group participant has been registered in the WUSTL Travel Registry: ☐ Yes ☐ No