



University 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 overseas 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's office, General Counsel, university Risk Management, Student Affairs, Emergency Management and faculty. The ITOC convenes at least once during the fall and spring semesters to discuss the university's international travel policies and procedures and general matters related to international travel that may inform university practices. 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. University-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 outside of the United States or within any U.S. territory (e.g., Puerto Rico) that meets one or more of the following conditions:

- Funded in full or in part by Washington University, including 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** shall be declared for any country or region for which serious health and/or significant security concerns exist in the country or region. The International Travel Oversight Committee consults multiple sources to assess risk and determine areas to be placed under a Travel Suspension Condition. These sources include the U.S. Department of State, the Centers for Disease Control, International SOS, the World Health Organization, and other sources. The International Travel Oversight Committee regularly monitors conditions and maintains the list of countries/regions under a [Travel Suspension Condition](#) for traveler review and reference.

D. MyTrips International Travel Registry

MyTrips is an online system of registering international travel and itineraries for university faculty, staff and students. International SOS currently provides the MyTrips international travel registry, along with related support services.

E. Safety Plan for Group Travel

A document for Group Leaders and groups who are creating, organizing, or overseeing a University-Sponsored or Supported International Travel program for students. The Safety Plan for Group Travel should include information related to travel preparation and orientation, academic purpose, travel logistics and accommodation, local partnerships and contact information, and emergency, security, and health safety plans. Safety Plans for Group Travel Exceptions are reviewed and approved by the ITOC Executive Body. ([See Appendix B](#)).

F. Petition for Exception

A document for individuals who are planning to pursue University-Sponsored or Supported International Travel to a location under a university Travel Suspension Condition. Petitions for Exception should include information related to travel preparation and orientation, nature of work, a description of international travel experience, travel logistics and accommodation, and local partnerships and resources, and emergency, security, and health safety plans. Petitions for Exceptions are reviewed by the ITOC Executive Body and approved by the traveler's respective dean's or vice chancellor's office. ([See Appendix C](#)).

II. International Travel Policy

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

It is important that all travelers, when applicable, possess a valid visa and other travel documentation appropriate for the purpose of the visit and individual citizenship of the traveler.

A. International Travel by All Students

1. Required MyTrips Travel Registration

All students traveling abroad as part of a University Sponsored or Supported International Travel program are **required** to enter their travel information into [MyTrips 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 of WU to give logistical support in the event of an emergency.

In addition to registration through MyTrips, each School may require students to submit an application or follow additional procedures for University-Sponsored or Supported International Travel. Depending upon the travel destination and nature of the University-Sponsored or Supported International Travel program, students may be required to provide a signed acknowledgment and waiver form indicating that the student 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.

For student registration, learn how to **Create a Profile** or **Add a Trip** at [MyTrips](#).

2. Group Travel Involving Students

If a student is traveling as part of a larger group on a University-Sponsored or Supported International Travel program, group leaders are also required to enter all itinerary, lodging, and overseas contact information in the [MyTrips](#) International Travel Registry, and to provide a copy of this information to the designated department university administrator.

If a spouse or dependent of a university student is traveling, the university student must indicate this in the appropriate section of MyTrips where prompted.

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 through the ITOC Executive Body's Petition for Exception process.

If a Travel Suspension Condition arises 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 acknowledgment and waiver

form, indicating in part that they have read any applicable travel warnings and understand the potential associated risks of traveling abroad but are voluntarily choosing to travel despite those risks.

B. Faculty and Staff International Travel

1. Required MyTrips Travel Registration

All faculty and staff traveling abroad as part of a University-Sponsored or Supported International Travel program are required to enter their travel information into the MyTrips International Travel Registry before they depart. Required travel information may include, but is not limited to, travel dates and locations, flight information, local contact information, and accommodations. Failure to submit the required information may result in delays or forfeiture of reimbursement from the university. Additionally, a failure to register may result in a delay in the ability for the university to provide logistical support in the event of an emergency.

If a spouse or dependent of a university faculty or staff member is traveling, the university traveler should indicate this in the appropriate section of MyTrips, where prompted.

For faculty/staff registration, learn how to **Create a Profile** or **Add a Trip** at [MyTrips](#).

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 (i) submit a [Petition for Exception \(Appendix C\)](#) to the ITOC Executive Body seeking permission to travel to the country; (ii) notify their Dean (or designate), Chair, or supervisor; and (iii) provide all travel, lodging and contact information by entering their travel into the MyTrips 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 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 faculty or staff member.

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 Safety Plan for Group Travel to the ITOC Executive Body for approval at least 6 weeks prior to travel (see Safety Plan for Group Travel-Appendix B);
- Enter all itinerary, lodging, and overseas contact information in the MyTrips International Travel Registry (all students must register individually, and all faculty/staff must register individually);
- Secure from all students a signed waiver acknowledging possible risks, when requested by the ITOC Executive Body; and
- 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 of the university to give logistical support in the event of an emergency.

In the event that a Travel Suspension Condition is implemented prior to departure, the faculty or staff member who is leading a group must, as part of the Safety Plan for Group Travel, 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 Suspension Condition;
- Discussion of the location and environment of the proposed travel, including any health, security, and safety issues;
- Description of the onsite health, security, and safety support resources and services; and
- Specific plans for group orientation prior to departure and on arrival to mitigate risk.

DOCUMENTS AND RESOURCES ASSOCIATED WITH THE UNIVERSITY INTERNATIONAL TRAVEL POLICY

- [Safety Plan for Group Travel \(Appendix B\)](#)
- [Petition for Exception Packet \(Appendix C\)](#)
- [ISOS Emergency Travel Assistance Plan Information](#)
- [MyTrips International Travel Registry Details](#)
- [International Health Insurance Information](#)

APPENDIX A: ITOC EXECUTIVE BODY MEMBERS

Kurt Dirks, *Chair*

Vice Chancellor for International Affairs

Catherine Dalton

Global Travel Safety Manager

Ty Davisson

Director of Emergency Management & Business Continuity

Tia O. Drake

Executive Director of Graduate Medical Education

Lynn Haigler

Director of Insurance & Risk Management

Caline Mattar

Director of Global Health Pathway

Amy Suelzer

Director of Overseas Programs

Deanna Wendler Modde, *Advisory to the ITOC Executive Board*

Assistant Vice Chancellor, Associate General Counsel

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