1. Title

   International Travel Policy

2. Policy

   Sec. 1 Applicability.

   This policy applies to The University of Texas System academic and health institutions and to all students, faculty, staff, and official guests/volunteers participating in University-sponsored travel.

   Sec. 2 Purpose.

   This policy provides a framework of institutional oversight that promotes the health, safety, and security of UT System travelers and initiatives abroad. This policy replaces the 2010, 2011, and 2014 Chancellor’s directives relating to international travel health, safety, and security.

   Sec. 3 Responsibilities.

   3.1 It is the responsibility of UT travelers to assess and mitigate health, safety, and security risks when engaging in University-sponsored international travel. Travelers must abide by all UT System and institutional rules governing international travel, as well as any relevant US and international laws governing international travel.

   3.2 It is the responsibility of UT institutions to assess the health, safety, and security risks of University-sponsored international travel, with special consideration for High Risk travel. Institutions must provide clear information to UT travelers about international travel policies, procedures, or requirements for travel. Institutions may adopt additional international travel guidelines or rules, including consequences for noncompliance.

   Sec. 4 International Oversight Committees (IOC) Required.

   4.1 Each institution must have an International Oversight Committee (IOC) comprised of members appointed by the President. The Risk Management Executive Committee will serve as the IOC for UT System Administration.
4.2 The IOC is responsible for reviewing and making approval decisions on all University-sponsored travel to areas of High Risk. This includes travel to locations where:

(a) the US State Department has issued a Travel Warning;

(b) the Centers for Disease Control and Prevention (CDC) has issued a Warning Level 3: Avoid Nonessential Travel Health Notice; or

(c) the IOC has deemed significant health, safety, or security risks are present.

4.3 The IOC is responsible for recommending protocols and overseeing institutional efforts to facilitate registration of University-sponsored travel with UT System’s emergency assistance provider prior to departure.

Sec. 5 High Risk Travel Authorization Required.

5.1 When reviewing High Risk travel, the IOC must carefully consider:

(a) the purpose, goals, and value of the travel;

(b) the health, safety, and security risks involved; and

(c) the risk management plan in place, including UT’s ability to assist in an emergency.

5.2 The IOC must provide advance written documentation for authorization of High Risk travel, in accordance with Regents' Rules and Regulations, Rule 20801: Travel.

5.3 Planned travel that is not yet in progress when a destination becomes High Risk is automatically suspended pending review by the IOC.

5.4 Travel that is in-progress when a location becomes High Risk must be reviewed by the IOC within a reasonable timeframe to determine if the threat is imminent and if travelers should be recalled or relocated.
5.5 Travel that has been approved by the IOC may be subject to additional review if there is a change in circumstances and/or additional review is deemed necessary by the IOC.

5.6 The IOC may withdraw travel approval at any time.

Sec. 6 Emergency Assistance Provider Travel Registration Required.

All University-sponsored travel to any international location, regardless of risk level, must be registered with UT System’s emergency assistance provider prior to departure.

Sec. 7 Effective Date. This policy shall be effective September 21, 2017.

3. Definitions

Official Guest/Volunteer – Any individual invited and authorized by the sponsoring institution to participate in University-sponsored travel.

University-Sponsored Travel – Any educational or business travel that is UT-sponsored, UT-administered, UT-organized, or conducted within one's capacity as a UT representative, regardless of credit or funding. This includes:

1. Any student traveling internationally for a UT-sponsored, UT-administered, or UT-organized activity or program. This includes, but is not limited to:

   (a) study abroad programs;

   (b) student exchange programs;

   (c) field studies;

   (d) research trips;

   (e) internships or practicums;

   (f) conferences, seminars, or meetings;

   (g) service learning opportunities; and
(h) volunteer, experiential, or work programs organized, endorsed, or promoted by UT.

2. Any event, program, or activity involving international travel that is UT-sponsored, UT-administered, or UT-organized. This includes, but is not limited to:

(a) study abroad programs;

(b) class field trips;

(c) registered student organization trips;

(d) sponsored student organization trips;

(e) conferences, seminars, or meetings;

(f) service learning opportunities; and

(g) volunteer, experiential, or work programs organized, endorsed, or promoted by UT.

3. Any UT medical resident or fellow traveling internationally for a UT-sponsored, UT-administered, or UT-organized purpose. This includes, but is not limited to:

(a) medical rotations;

(b) internships or clerkships;

(c) conferences, seminars, or meetings;

(d) service learning opportunities; and

(e) volunteer, experiential, or work programs organized, endorsed, or promoted by UT.

4. Faculty, staff, and official guests/volunteers traveling internationally to conduct University business as a representative of UT, such as participation in research, conferences, meetings, and teaching endeavors.
4. Resources

UT System International SOS Overview

US State Department Travel Warnings

CDC Travel Health Notices

US State Department: Smart Traveler Enrollment Program (STEP)

5. Relevant System Policies, Procedures, and Forms

INT 114 Travel Policy

UTS 120 Spousal Travel Policy

Rule 20205: Expenditures for Travel and Entertainment by Chief Administrators and for the Maintenance of University Residences

Rule 20801: Travel

Chancellor Cigarroa’s 2010 Memo Regarding International Travel Risks

Chancellor Cigarroa’s 2011 Memo Regarding International Travel Risks

Chancellor Cigarroa’s 2014 Memo Regarding Ebola

6. System Administration Office(s) Responsible for Policy

Office of Risk Management

7. Dates Approved or Amended

September 21, 2017