



<u>Policy Title:</u>	International Travel Policy		
<u>Approval Authority:</u>	Provost	<u>Effective Date:</u>	July 15, 2020
<u>Responsible Administrator/Office:</u>	Global Programs & Studies (GPS), Financial Services	<u>Revised:</u>	November 27, 2020 July 1, 2021 November 13, 2023

International Travel Policy

1. Policy Summary

This policy is intended to address the risks of international travel in a comprehensive and consistent manner that promotes the health, safety, and security of all members of the University community. This policy complements the University’s Travel Administrative Procedure that outlines guidance for travel expenses and reimbursements; and any other current travel guidance as outlined by the Center for Global Programs & Studies (GPS).

2. Policy Scope

All faculty, staff, students, and other participants undertaking University-sponsored international travel are subject to this policy.

3. Definitions

Faculty and Staff – All full and part-time members of the faculty, contract professional, and classified staff employed by the University.

Student – Any undergraduate or graduate student enrolled at the University in the College, Graduate, and Professional Schools (excluding the School of Medicine).

Official participants– Any non-faculty or non-staff individual invited and/or authorized by Wake Forest (e.g. chaperone, high school student, student from another university, alumni, or other non-student) who is undertaking University-sponsored international travel under the auspices of Wake Forest. (Exclusive of participants on trips organized by the Office of Alumni Engagement).

University-sponsored international travel – Any educational or business travel that is Wake Forest-sponsored, Wake Forest-administered, Wake Forest-organized, or conducted within one's capacity as a representative of the University, regardless of credit or funding. This includes, but is not limited to:

- i. study abroad/student exchange programs;
- ii. conferences, seminars, or meetings;
- iii. research trips;
- iv. field studies;
- v. internships/practicums;
- vi. service-learning opportunities;
- vii. athletic team travel;
- viii. club sports and student organization travel;
- ix. volunteer/experiential programs organized, endorsed, or promoted by Wake Forest

International - Any destination outside the Fifty States of the United States of America and its territories and possessions.

4. Policy Statement

In support of its mission to make a priority of international research, study, and understanding, Wake Forest encourages University-sponsored international travel. At the same time, the University recognizes that such travel may pose certain additional risks. Therefore, all University-sponsored international travelers must complete the International Travel Forms process and all related required elements.

International Travel Forms/Travel Registry

No less than 30 days prior to departure, all University-sponsored international travel must be registered by completing the International Travel Form process. This process includes the purchase/verification of adequate international health insurance, the signing of a risk & release document, and other pre-trip briefing requirements. All University-sponsored international travel will be uploaded into the University's travel risk management platform (currently Crisis24/WorldAware®). Submitted information will be available

to University officials in the event of a crisis or emergency. The University may not be able to assist international travelers who do not register their travel plans. The International Travel Forms/Travel Registry can be accessed through the Center for Global Programs & Studies (GPS) International Travel Forms page at: <https://global.wfu.edu/global-abroad/international-travel-forms/>.

NOTE: Study abroad student travel is registered directly by GPS.

Insurance

All University-sponsored international travelers are required to have international health insurance to protect against financial loss due to an unanticipated medical emergency, hospitalization, and/or repatriation.

Faculty/Staff Coverage

Faculty and staff traveling on University-sponsored international travel are required to purchase international health insurance coverage. Subject to departmental/unit approval, faculty and staff are permitted to use University funds to pay for insurance coverage. Policies must be purchased through GPS, which manages authorized policies that meet minimum levels of coverage.

Student Insurance Coverage

GeoBlue International Health Insurance is mandatory for all students traveling on University-sponsored international travel. More information concerning international travel insurance and GeoBlue enrollment can be found on the GPS webpage at global.wfu.edu.

Other Participants Coverage

Other Participants (such as spouses and children of faculty and staff) traveling on University-sponsored international travel are required to purchase international health insurance coverage. Policies must be purchased through GPS.

Registration with Smart Traveler Enrollment Program (STEP)

It is recommended that all persons who are U.S. citizens and who are traveling on University-sponsored international travel register information about their planned travel with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). STEP is a free service provided by the U.S. Government to U.S. citizens who are traveling outside of the United States. STEP registration allows the U.S. Department of State to better assist U.S. citizens in the event of an emergency. The University recommends that non-U.S. citizens contact the government of their home country to inquire about available registration and support. The University encourages all international travelers to review and monitor safety and security information and travel advice issued by the University's travel risk management service (crisis24/WorldAware®), U.S. Department of State, and the U.S. Centers for Disease Control and Prevention.

High Risk Travel

The University's Overseas Crisis Management Team (OCMT) is responsible for reviewing and approving all University-sponsored international travel to areas considered High Risk. This includes travel to locations where:

a) the U.S. State Department has issued a *Travel Advisory Level 4: Do not travel* or *Level 3: Reconsider travel* (note: this includes numerical advisory levels for sub-regions within a country; e.g., states in Mexico).

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

c) the OCMT and/or University has deemed significant health, safety, or security risks are present.

In evaluating requests relating to locations considered High Risk, the University will consider a number of factors, including, but not limited to the following:

- academic need and appropriateness of the proposed travel;
- individual's or group's personal preparedness and/or understanding of conditions in the location of proposed travel; and,
- adequacy of plans to avoid the threats to health, safety, and security

The University will not authorize international travel to any country for which the U.S. State Department has issued a mandatory evacuation order.

The University reserves the right to prohibit or suspend University-sponsored international travel to any destination at any time if it determines:

- (1) health, safety, or security concerns pose unacceptable risks;
- (2) travelers have violated laws, regulations, or University policy; or
- (3) other good cause (including University budgetary exigencies, prior non-registration of University-sponsored international travel, etc.).

If the U.S. State Department issues a Travel Warning for a given country, the University may require University-sponsored international travelers to depart that country. In the event of a government- or University-mandated withdrawal or evacuation, the University cannot guarantee full cost and academic credit recovery. Refunds and/or awarding of academic credit will be determined on a case-by-case basis, and may be subject to third party agreements.

Export Controls

The Office of Foreign Assets Control of the U.S. Department of the Treasury prohibits

unauthorized financial and other transactions, such as travel, with (a) embargoed countries, and (b) entities identified on the Specially Designated Nationals (SDN) list.

Travelers must consult with the Office of Research & Sponsored Programs (ORSP) and the Center for Global Programs & Studies (GPS) for assistance in understanding and complying with export control regulations.

Policy Violations/Non-Compliance

Faculty, staff, and students who violate this International Travel Policy, including failure to submit travel forms as outlined in this policy, are subject to disciplinary action up to and including required training on this policy, loss of University purchasing card (P-Card) privileges, and personal repayment of University-funds expended for the non-compliant travel. Specifically, employees who do not comply with this policy and associated requirements are subject to the following progressive corrective action process:

First Violation: Email reminder of the policy

Second Violation: Email reminder/warning, plus notification to supervisor

Third Violation: All of the above, plus recommendation for suspension/loss of P-Card privileges

Fourth Violation: All of the above, plus personal repayment of University-funds expended, taxation of international travel expenses, and/or denial of reimbursement requests for international travel expenses associated with the non-compliant travel

5. Related Policies, Protocols, Procedures, Forms, Guidelines, and Other Resources

- [Wake Forest Travel Administrative Procedure](#)
- [Center for Global Programs & Studies International Travel Forms](#)
- [U.S. Department of State Travel Advisories](#)
- [U.S. Department of State's Smart Traveler Enrollment Program \(STEP\)](#)
- [U.S. Centers for Disease Control and Prevention \(CDC\)](#)
- [U.S. Office of Foreign Assets Control \(OFAC\)](#)
- [Wake Forest Office of Research & Sponsored Programs \(ORSP\)](#)