**Subject:** Academic Affairs Student Affairs Personnel

**Policy:** International Travel

**Effective Date:** TBD

**Review Date:** TBD

**Responsible Party:** Office of International Programs

**100.00 Introduction and Purpose**

Montana State University recognizes and supports the international expertise of its faculty and seeks to provide its graduates with global and multicultural understanding as part of its Strategic Plan. The University must balance the educational value of participation in international activities with the potential risks of those activities to its students, faculty and staff. This policy is intended to address the risks of international travel in a comprehensive and consistent manner. It seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel and is intended to promote the health, safety, and security of all members of the University community while traveling abroad. The University respects the academic freedom of faculty to pursue their scholarly endeavors through international travel. As such, this policy is designed to support the international engagement of its students, faculty, and staff in a responsible manner.

**200.00 Definitions**

**Faculty and Staff:** means all full and part-time members of the faculty, contract professional and classified staff employed by the University.

**International Travelers:** means all students, faculty and staff or other participants (e.g., chaperone, high school student or students from other universities) undertaking international travel under the auspices of the University.

**Student:** means any undergraduate or graduate student who is enrolled in the University.

**Travel Warning Country:** means a country subject to a current Travel Warning issued by the U.S. Department of State (State Dept.) or the U.S. Centers for Disease Control and Prevention (CDC).

**University-approved Group Leader**: means a member of the faculty, staff or other person who has been approved by the Office of International Programs to lead a student group travelling abroad. Each group must have a Primary Group Leader. In addition, each group must have an Alternate Group Leader, who will act as Group Leader if the Primary Group Leader is unable to lead the group for any reason.

**University Contact Person:** A University employee designated by the sponsoring unit of a group program abroad who remains on campus but acts as a point of contact for the group leader, faculty or students who are travelling.

**University International Travel:** means travel outside the United States organized, sponsored or supported by the University, or a unit thereof, including travel by undergraduate and graduate students, faculty or staff for research, teaching, conferences, international study, internships, community service, or student group travel, whether offered for credit or not. Travel supported, at least in part, by sponsored research grants, contracts, F&A funds or other university administered funds will be considered travel supported by the University.

**University Unit:** means a department, office, school, college of the University, including registered student organizations.

**300.00 University Approval and Notification**

International travelers must comply with all University requirements for information and approval as specified herein and in the International Travel Policy Checklists located at [insert link]. Note that requirements vary based on who is travelling, what the nature of the program is, and where the travel takes place.

**310.00 Countries Subject to Travel Warnings or Alerts**

The University does not encourage travel that contravenes U.S. State Department or U.S. Centers for Disease Control travel warnings or alerts. The State Department regularly updates the list of Travel Warning Countries on its website. Current information about State Department or CDC warnings and alerts can be obtained at [insert State Dept. and CDC web links].

Any University International Travel by a student, faculty or staff person or group to or through any country for which a U.S. State Department or a Center for Disease Control Level 3 Travel Warning is in effect must be reviewed and approved in advance of travel by the MSU International Travel Safety Review Committee. The Committee is comprised of the Executive Director of International Programs, the University Legal Counsel, the MSU Risk Manager, a representative of the MSU Student Health Service, and a faculty member appointed by the Provost.

In evaluating requests relating to Travel Warning Countries, the University will consider a number of factors, including, but not limited to, the academic need and appropriateness of the proposed travel, the individual’s or group’s personal preparedness, and the adequacy of plans to avoid the threats to health and safety identified in the warning. The University will not authorize international travel to any country for which the State Department has issued a mandatory evacuation order.

The University, in its sole discretion, may deny or withdraw approval for University International Travel at any time. If the State Department issues a Travel Warning for a given country, the University may require students, faculty, or staff to depart that country. The University is not able to ensure full cost and academic credit recovery to students who comply with a government- or University-mandated withdrawal or evacuation.

**320.00 Group Programs Deemed to Pose Risks**

Even in the absence of a formal Travel Warning, the Executive Director of the Office of International programs may require any faculty, student, staff, or group to seek approval from the MSU International

Travel Safety Review Committee if there appears to be substantial potential risk (e.g. programs involving potentially dangerous physical activities or programs which do not appear to have made adequate preparations to ensure the safety of participants).

**400.00 International Travel Register**

Before departing, all students, faculty and staff are required to register their travel plans in the University’s International Travel Register. Information entered into the Travel Register will be available to University officials in the event of a crisis or emergency. The Travel Register provides the University with the information it needs to locate and communicate with travelers in the event of a crisis or emergency. The University may not be able to assist or arrange evacuation for students, faculty and staff who do not register their travel plans with the University. To enter information in the Travel Register travelers should follow instructions at [insert link to Travel Register].

**500.00 Group Travel Information Submission Requirements**

In addition to requirements enumerated in 300.00 and 400.00 above, Group Leaders must complete a Request to Lead a Student Group form [insert link] no later than 90 days prior to departure or before non-refundable travel arrangements are made, whichever is earlier. The Group Leader must submit the Request form to OIP, the appropriate Department Head and Dean for approval.

Prior to departure Group Leaders must submit in the MSU International Travel Register, and provide the designated University Contact Person, the full and exact names of all group participants as listed in their passports, a copy of the identification page from each participant’s passport, a detailed itinerary of the group’s travel plans, including all contractors, hotels, travel agencies, etc. and contact information as detailed in the instructions at [insert link].

**510.00 Communication Requirements**

The Request to Lead a Student Group form must include a plan for communication that will provide the ability to communicate with the University throughout the program. Contact numbers at all locations must be submitted in the Travel Register and the designated University Contact Person at least 30 days prior to departure.

**600.00 Health Insurance**

The University requires that all international travelers obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization.

**601.01 Student Health Insurance Coverage**

Students traveling abroad must demonstrate minimum levels of health and medical emergency insurance established by OIP and Safety and Risk Management as specified at [insert link].

**601.02 Faculty/Staff Health and Liability Insurance:**

Faculty and staff covered by the MUS Benefits Plan are provided health insurance covering their international travel. The international travel health coverage and benefits provided by the MUS Benefits

Program can be accessed through the following link: <http://www.montana.edu/hr/Benefits.htm>. In the event a faculty or staff member not covered by MUS Benefits is traveling internationally on University business he/she must demonstrate the same level of coverage as that set for students in section 601.01 of this policy. All MSU faculty and staff traveling internationally on University business are afforded international liability insurance benefits. This information can be obtained at the following Safety and Risk Management web location: <http://www.montana.edu/wwwsrm/Insurance/foreigntravel/foreignmemo.htm>

**602.00 Health and Safety Orientations**

The Office of International Programs (OIP), in conjunction with Student Health Service, will offer required orientations on health and safety issues for faculty and staff leading MSU student groups (see

200.00 above and 720.00 below). OIP, in cooperation with the Student Health Service will also offer orientation sessions each semester on health and safety in international travel for students, faculty and staff [link to current schedule].

**603.00 Immunizations**

The Student Health Service will identify the requirements for immunizations for University International Travel. Travelers must have the appropriate immunizations for the country to which they will travel unless they can establish a religious exemption as specified in state law and university policy. Travelers seeking religious exemptions from such requirements will need to submit a specific request for exemption in writing to the Student Health Service.

**710.00 Students**

Students must be in good academic standing and must not be on conduct probation for a Student Conduct Code violation to be eligible for University International Travel. Students whose international travel is supported by or related to the University must receive an orientation before travel. The type and content of the orientation required will depend on the program and the destination and must be conducted or approved by OIP.

**720.00 Faculty and Staff Leader Requirements and Restrictions**

All faculty and staff who lead or travel with undergraduate students must attend an orientation session to be trained on the health, risk, safety and security aspects of traveling as a student group leader responsible the well-being of the student participants.

Faculty and staff who lead or travel with graduate students to Travel Warning Countries must also attend a safety and security orientation.

These orientations will be organized by OIP. OIP can waive attendance by faculty traveling with groups returning to the same location(s) for up to three years.

Faculty and staff may not include family members on group travel programs without advance permission from the Provost and OIP.

**800.00 State Department Registration; Other Government Resources**

The University recommends that all travelers who are U.S. citizens register information about their planned travel with the State Department’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 State Department to better assist U.S. citizens in the event of an

emergency. The University recommends that non-U.S. citizens contact their home country governments 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 federal government, including the U.S. Department of State, the U.S. Centers for Disease Control and Prevention, the U.S. Department of Homeland Security and the U.S. Department of Agriculture

**900.00 Other University Policies Related to International Travel**

The requirements set forth in this policy are distinct from, and in addition to, other required financial and academic approvals relating to domestic and international travel set forth in other University policies, including those listed below.

**901.00 Research, Export Controls and Sanctions**

All students, faculty and staff must comply with applicable U.S. federal law relating to export controls and sanctions, including as they relate to the transfer of laptops and other equipment. For more information, please refer to the [Export Control Policy](http://www2.montana.edu/policy/export%20control/export_control_policy_08.htm) or such other policies as the University may issue on this topic from time to time.

All research conducted in foreign countries must be conducted in a manner consistent with local laws. Collection of specimens must be conducted only after appropriate permits have been issued under the applicable legal authority.

**902.00 Financial Affairs Policies**

Please refer to [Business Procedures Manual -- 500.00 Travel](http://www2.montana.edu/policy/business_manual/bus500.html). For other University financial policies, refer to the Financial Affairs Policies on the [University Policies website](http://www2.montana.edu/policy/). The funding for University International Travel must be processed through university accounts in a manner consistent with university policies.