

# International Travel Enterprise Policy

<b>Subject</b>	Academic Affairs Student Affairs Personnel
<b>Effective Date</b>	[Month Year] [Date of creation or revision; review date follows in 3 years]
<b>Review Date</b>	[Month Year] [Three years following the effective date]
<b>Responsible Party</b>	MSU Billings: [provide position title of responsible campus party] MSU at Bozeman: Office of International Programs Great Falls College MSU: [provide position title of responsible campus party] MSU-Northern: [provide position title of responsible campus party]

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## Scope

This policy applies to the following MSU campuses:

MSU Billings

MSU at Bozeman

Great Falls College MSU

MSU-Northern

## 100.00 Introduction and Purpose

Montana State University recognizes and supports the international expertise of its faculty, the essential importance of conducting research abroad and seeks to provide its graduates with global and multicultural understanding. 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 Policy

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

202.00 Travel to Countries Subject to Travel Warnings and Alerts. 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 or the committee appointed or the committee appointed by each campus to undertake this review. Current information about State Department or CDC warnings and alerts can be obtained at <http://travel.state.gov/content/passports/english/alertswarnings.html> and <http://wwwnc.cdc.gov/travel/notices>.

202.10 In evaluating requests relating to Travel Warning Countries, the University will consider a number of factors, including, but not limited to the:

1. academic need and appropriateness of the proposed travel,
2. individual's or group's personal preparedness, and,
3. adequacy of plans to avoid the threats to health and safety identified in the warning.

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

202.40 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.

202.50 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).

203.00 International Travel Register. Before departing, all students, faculty and staff ~~are required to~~ must 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 [\[insert link to Travel Register\]](#).

The requirements to register in the Travel Register will become effective when the Travel Register software is fully implemented. Until fully implemented, the information will be maintained in paper format.

204.00 Group Travel Information Submission Requirements. In addition to requirements enumerated in sections 201.00, 202.00 and 203.00, 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 or designated office on the other campuses, the appropriate Department Head and Dean for approval. Prior to departure Group Leaders must submit enter

detailed information about the proposed trip in the MSU International Travel Register, ~~and provide the designated University Contact Person.~~ This information will include the full and exact names of all group participants as listed in their passports, ~~(2) a pdfa~~ 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]. Any revisions to the travel plans that occur while on the trip must be updated in the Travel Register.

204.10 Communication plan. 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.

For travel in remote locations, the travelers will consult with OIP or designated office on the other campuses to determine appropriate communication plans (e.g., satellite phone) if cell phone services will not be available.

204.20 Faculty and Staff Requirements. All faculty shall comply with the following requirements when traveling internationally:

1. 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.
2. Faculty and staff who lead or travel with graduate students to Travel Warning Countries must also attend a safety and security orientation.
3. These orientations will be organized by OIP or designated office on the other campuses. OIP can waive attendance by faculty traveling with groups returning to the same location(s) for up to three years.
4. Faculty and staff may not include family members on group travel programs without advance permission from the Provost and OIP or designated offices on the other campuses.

204.30 Registration with STEP. 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.

205.00 Insurance. ~~The University requires that a~~ All international travelers must obtain adequate health insurance to protect against financial loss due to an unanticipated illness or hospitalization.

1. 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].~~

## 2. 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 205.00 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>

## 3. 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 [Section 600.00 Definitions](#) ~~for MSU Bozeman~~). 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]~~. All other campuses will provide orientations on health and safety issues for faculty, staff and students before international travel.

## 4. 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.

~~205.00 Student Eligibility 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.~~

~~205.00 All faculty shall comply with the following requirements when traveling internationally:~~

- ~~1. 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.~~
- ~~2. Faculty and staff who lead or travel with graduate students to Travel Warning Countries must also attend a safety and security orientation.~~
- ~~3. 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.~~

~~4. Faculty and staff may not include family members on group travel programs without advance permission from the Provost and OIP.~~

~~20.00 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.~~

206.00 Other Financial and Academic Requirements. 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.

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](#) 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.

Please refer to the [Business Procedures Manual -- 500.00 Travel](#). For other University financial policies, refer to the [Financial Affairs Policies](#) on the University Policies website. The funding for University International Travel must be processed through university accounts in a manner consistent with university policies.

207.00 Student Eligibility 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 attend 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 or the designated campus office on the other campuses.

### **300.00 Procedures**

Individual campuses maintain campus-specific standards of practice and procedures that implement this policy. Campus-specific standards and procedures are currently under development; when published, the links to those pages will be published here. Constituents are required to comply with any standards and procedures developed for their campus.

- MSU Billings
- MSU at Bozeman\*
- Great Falls College MSU
- MSU-Northern

\*MSU agencies, extension, Montana Agricultural Experiment Stations, etc. follow MSU at Bozeman campus standards of practice.

#### **400.00 Resources**

[Policy 325 of the Board of Regents Policy and Procedure Manual \[insert link\] also applies to all campuses.](#)

#### **500.00 References**

#### **600.00 Definitions**

**Enterprise** Refers to any and all campuses, agencies, departments, or entities within the Montana State University.

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

**International Travelers** are 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.

**Responsible Party** Individual, title, position or group responsible for authority and review of policy or standard of practice.

**Standards of Practice** Rules, procedures, or guidelines developed by campus authorities to permit, restrict, or require actions within the parameters of the enterprise policy.

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

**Travel Warning Country** is 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).

[Group program: A program is an organized group of students travelling together led by a group leader for the purpose of taking part in an educational activity\(ies\) abroad. These are primarily undergraduate students led by a faculty member or approved group leader. Graduate students attending conferences or conducting research with their advisors are not considered a group program for purposes of this policy.](#)

**University-approved Group Leader** is a member of the faculty, staff or other person who has been approved by the Office of International Programs [or designated office on the other campuses](#) to lead a student group travelling abroad. Each group must have a Primary Group Leader. [Students with the appropriate knowledge and experience who are approved by OIP may act as Group Leaders. OIP's approval of the Group Leader is limited to the knowledge, experience and training to lead a student group to the selected location. OIP is not responsible to assess the academic credentials of the group leaders.](#) 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** is 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** a department, office, school, college of the University, including registered student organizations.

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### 700.00 Revision History

Date	Revisions
MM/DD/YYYY	Revisions

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